



Our Lady of Mount Carmel
Department of Business Studies



BUSINESS

Course Name: Information and Communication Technology in Business
Course Code: BTT101
Level: Grade 9, Open
Prerequisite: None

Course Overview:

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.

Curriculum Strands and Overall Expectations

Digital Literacy

- Demonstrate an understanding of the terminology associated with information and communication technology
- Demonstrate an understanding of the computer workstation environment
- Manage electronic files and folders
- Analyze options for accessing the Internet;
- Applying effective techniques when conducting electronic research

Productivity Software

- Use word processing software to create common business documents;
- Use spreadsheet software to perform a variety of tasks;
- Manage information, using database software.

Design Software

- Use presentation software to create and deliver effective presentations;
- Use desktop publishing software to create publications
- Demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.

Business Communications

- Demonstrate an understanding of the characteristics of effective business documents and communications;
- Use appropriate technology to facilitate effective communication;
- Maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including the ability to create effective business communications.

Ethics and Issues in Information and Communication Technology

- Demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology;
- Analyse privacy and security issues relating to information and communication technology;
- Assess the impact of information and communication technology on personal health and the environment.

Assessment and Evaluation:

Students will be assessed & evaluated according to the work produced & skills displayed. Methods of providing feedback may include assessing work in process & evaluating completed assignments, quizzes, tests, co-operative learning activities, investigations, and presentations.

Term (70%):	30%	Final Evaluation (30%):	
Knowledge and Understanding	30%	Formal Exam	20%
Thinking/Inquiry and Problem Solving	20%	Final Culminating Task	10%
Communication	20%		
Application	30%		
Final Course Grade	100%		

Achievement Categories:

Knowledge/Understanding	Thinking/Inquiry	Communication	Application
<ul style="list-style-type: none"> • knowledge of facts and terms • understanding of concepts, principles, and theories • understanding of relationships between concepts 	<ul style="list-style-type: none"> • critical and creative thinking skills (e.g., evaluating business situations; analysing and solving business problems; making decisions) • inquiry skills (e.g., formulating questions; planning; selecting strategies and resources; analysing, interpreting, and assessing information; forming conclusions) 	<ul style="list-style-type: none"> • communication of information and ideas (e.g., through writing, visual and oral presentations) • use of language, symbols, and visuals • communication for different audiences and purposes (e.g., choice of language and style relevant to business environments) • use of various forms of communication (e.g., memos, letters, reports) 	<ul style="list-style-type: none"> • application of concepts, skills, and procedures in familiar contexts • transfer of concepts, skills, and procedures to new contexts • use of equipment, materials, and technology • application of technology (e.g. choice of tools and software, ethical use) • making connections (e.g. between personal experiences and the subject, between the subjects and the world outside the school)

Feedback will also be provided for student learning skills. Skills like working independently, team work, organization, work habits and homework, and initiative are assessed independently student achievement and will be conducted through the use of a rubric indicating specific criteria to be achieved to receive each of the following letter grades:

E –Excellent

G – Good

S – Satisfactory

N - Needs Improvement

Achievement Levels:

Level 1: 50 – 59%	Level 2: 60 – 69%	Level 3: 70 – 79%	Level 4: 80 – 100%
Limited knowledge and/or success	Some knowledge and/or success	Considerable knowledge and/or success	Thorough understanding & mastery of skills

Please refer to your Student Agenda for the following Policies and Procedures:

Assessment and Evaluation Policy (page 14)

Attendance Procedures (pages 16 - 19)

Uniform Policy (pages 28 – 33)

Computer Use and Protocols (pages 35 – 37)

Student: (print name) _____

Signature: _____

Parent/Guardian Signature: _____

Date: _____