



BUSINESS

Our Lady of Mount Carmel
Department of Business Studies



Course Name: Information and Communication Technology:
Multimedia Solutions

Course Code: BTX 4C/BTX4E1

Level: Grade 12, College Preparation/Workplace

Prerequisite: Information and Communication Technology: The Digital Environment, Grade 11, Open

Course Overview:

This course provides students with the opportunity to apply their information and communication technology skills while working in a team environment. Through a project-based approach, students will have opportunities to integrate common business software applications and apply multimedia techniques. Students will further develop their understanding of electronic business and e-commerce environments. The skills acquired in this course will prepare students for success in postsecondary studies and in their future careers.

Curriculum Strands and Overall Expectations:

The Electronic Business Environment

- Assess workplace settings from an information and communication technology perspective;
- Analyse the impact of information and communication technology on the business environment;
- Assess the importance of adhering to ethical standards when conducting business electronically.

Applications Software

- Use appropriate software to create integrated customized documents that meet professional business standards;
- Demonstrate effective use of multimedia software;
- Use appropriate software to perform a variety of business tasks.

Electronic Communications

- Use a variety of electronic resources to retrieve, evaluate, and communicate information;
- Demonstrate an understanding of the importance of keeping an updated digital portfolio that accurately reflects their information and communications skills and competencies;
- Demonstrate an understanding of e-commerce solutions.

Project Management

- Demonstrate an understanding of a team-based approach to project management;
- Demonstrate the use of electronic tools to manage a multimedia team project;
- Use a team-based approach to create a multimedia product.

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, research, and presentations.

Category Weightings

| <u>Term (70%):</u> | <u>College</u> | <u>Workplace</u> | <u>Final (30%):</u> | <u>College</u> | <u>Workplace</u> |
|---------------------------|----------------|------------------|----------------------|----------------|------------------|
| Knowledge & Understanding | 25% | 20% | Culminating Activity | 10% | 15% |
| Thinking & Inquiry | 20% | 25% | Final Exam | 20% | 15% |
| Communication | 20% | 20% | | | |
| Application | 35% | 35% | | | |

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 and ideas | <ul style="list-style-type: none"> • critical and creative thinking skills (e.g., evaluating business situations; analysing financial data and solving business problems; making decisions) • inquiry skills (e.g., generating ideas; 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:

Evaluation

Attendance

Uniform

Student Materials: USB and/or Floppy Disk, Binder, 5 Dividers.

Student Textbook: *Business Connections*, Replacement cost: \$75.00. Cash only please.

Student: (print name) _____ **Signature:** _____

Parent/Guardian Signature: _____ **Date:** _____