

# R.H. King Academy

## STUDENT COURSE OF STUDY: Information and Communication Technology in Business

### Course Details

|                             |  |                           |                |
|-----------------------------|--|---------------------------|----------------|
| <b>Name of Subject:</b>     | Information and Communication Technology in Business |                           |                |
| <b>Department:</b> Business | <b>Level:</b> Open                                   | <b>Date:</b>              | September 2018 |
| <b>Course Code:</b> BTT10   | <b>Grade:</b> Nine (9)                               | <b>Curriculum Leader:</b> | Mr. Paris      |
| <b>Pre-requisite:</b> None  | <b>Credit Value:</b> One (1)                         |                           |                |

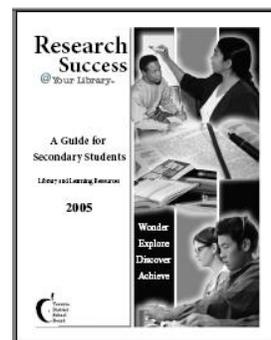
**Teacher:** Ms. Olaizola Tel. 416.396.5560 ext. 20105 Business Office  
**Extra Help:** Flexible tutorial available Room A10 office/ Room A11 Classroom  
**Course Developed:** Revised in September 2018

### MINISTRY OF EDUCATION POLICY

*The Ontario Curriculum, Business Studies: Business Studies, Revised 2006*

### RESOURCES

1. MS Office Suite 2010
2. Other resources as determined.
3. Students are recommended to have their copy of the Toronto District School Board publication *Research Success @ Your Library*. This is a valuable resource and will be utilized through grades 9 to 12, in all subject areas.



### Overall Expectations

**INTRODUCTION:** 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, desktop publishing, spreadsheets and presentation software, and presentation skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research, communication skills. Current issues effecting the global community will also be introduced in an effort to be more aware of what is going on in the world.

Course Curriculum:

#### 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
- Apply effective techniques when conducting electronic research

#### Productivity Software

- Use word processing software to create documents
- Learn how to use spreadsheet software effectively

#### Design Software

- Use presentation software to create and deliver effective presentations
- Use desktop publishing software to create publications

#### Business Communications

- Demonstrate an understanding of the characteristics of effective business documents and communications
- Use appropriate technology to facilitate effective communication

#### Corporate Social Responsibility/Ethics & Ergonomics

- Demonstrate an understanding of Corporate Social Responsibility and Ethics in Business
- Understand how ergonomics plays a role in the office.

**COURSE CONTENT** (Please note that assessments & evaluation are monitored & altered on a constant basis to suit every class' needs always meeting curriculum expectations.)

| Unit                       | Software   | Assessment & Evaluation *   |
|----------------------------|--|---|
| Digital Literacy           | File and Folder Management/Computer Timeline/Network/Security/Spyware & Adware/Viruses/Evaluating Websites/How to search effectively on Google | Shortcuts Quiz<br>Digital Literacy Assignments  |
| Productivity Software      | MS Excel, MS Word, Pinterest   | MS Excel Assignments<br>MS Word Assignments<br>Pinterest Assignment                       |
| Design Software            | MS Publisher, Prezi, MS Word, Photoshop  | MS Publisher Assignments<br>Prezi Assignment<br>Ergonomics Poster<br>Photoshop Assignment |
| Business Communications    | MS Word, MS PowerPoint   | MS Word Assignments<br>Letter to the Principal<br>MS PowerPoint Makeover                  |
| Ethics                     | MS PowerPoint, Internet  | ISU - Ethics/Youtuber Slideshow   |
| Final Culminating Activity | Final Project will require students to use software learned throughout the course  | <b>Worth 30% of Final Mark</b>  |

\* Assessments and evaluations are subject to change.

**Program Planning Considerations**

Some students in this course may have special needs. If a student has any concerns such as hearing, visual, and/or learning challenges, or anything else, which could affect his or her ability to succeed in this course, the student must see the teacher by the end of the first week of classes to discuss accommodations. Private appointments can be arranged to discuss individual needs.

## Learning Skills

|  |   |
|--|---|
| <b>Responsibility</b><br><b>The student:</b>   | <ul style="list-style-type: none"> <li>• fulfils responsibilities and commitments within the learning environment;</li> <li>• completes and submits class work, homework, and assignments according to agreed-upon timelines;</li> <li>• takes responsibility for and manages own behaviour.</li> </ul>   |
| <b>Organization</b><br><b>The student:</b>     | <ul style="list-style-type: none"> <li>• devises and follows a plan and process for completing work and tasks;</li> <li>• establishes priorities and manages time to complete tasks and achieve goals;</li> <li>• identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.</li> </ul>   |
| <b>Independent Work</b><br><b>The student:</b> | <ul style="list-style-type: none"> <li>• independently monitors, assesses, and revises plans to complete tasks and meet goals;</li> <li>• uses class time appropriately to complete tasks;</li> <li>• follows instructions with minimal supervision.</li> </ul>   |
| <b>Collaboration</b><br><b>The student:</b>    | <ul style="list-style-type: none"> <li>• accepts various roles and an equitable share of work in a group;</li> <li>• responds positively to the ideas, opinions, values, and traditions of others;</li> <li>• builds healthy peer-to-peer relationships through personal and media-assisted interactions;</li> <li>• works with others to resolve conflicts and build consensus to achieve group goals;</li> <li>• shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.</li> </ul> |
| <b>Initiative</b><br><b>The student:</b>       | <ul style="list-style-type: none"> <li>• looks for and acts on new ideas and opportunities for learning;</li> <li>• demonstrates the capacity for innovation and a willingness to take risks;</li> <li>• demonstrates curiosity and interest in learning;</li> <li>• approaches new tasks with a positive attitude;</li> <li>• recognizes and advocates appropriately for the rights of self and others.</li> </ul>   |
| <b>Self-regulation</b><br><b>The student:</b>  | <ul style="list-style-type: none"> <li>• sets own individual goals and monitors progress towards achieving them;</li> <li>• seeks clarification or assistance when needed;</li> <li>• assesses and reflects critically on own strengths, needs, and interests;</li> <li>• identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals;</li> <li>• perseveres and makes an effort when responding to challenges.</li> </ul>  |

## Classroom Routines & Procedures

When students are in a computer lab, computer lab rules **must be strictly followed**. If a lab rule is violated the resulting consequence may include suspension of computer privileges for the entire school network regardless of assignment due dates or course. You have a copy of King's computer lab rules in your student planner (that must be signed by the student and parent/guardian), which will also be discussed in great detail by the teacher. Make sure you check your workstation, and report anything that looks suspicious at the beginning of class. **You are responsible for taking care of your workstation and every student is responsible for taking care of the computer lab.**

Throughout the year you will be working with many different people in the class and project teams. It is expected that you will work hard as a member of your team/class and be dedicated to its success. Remember that during your lifetime, you will often have to work with people that function differently in a team situation, however you must work cooperatively. In an unmanageable situation it is the student's responsibility to discuss the circumstances with the teacher before the task/assignment is due.

1. All students are required to check their posted marks and inform the teacher (within one week of posting) if they feel an error has been made in recording the marks in MARKBOOK.
2. Students must be in class and prepared to learn at the start of each period. Regular attendance and punctuality are a must. Students need to keep track of assignments, homework and test dates in their student planner. **Students are responsible for catching up on missed homework and in-class assignments. All student work is to be done during class time, clinic, during the extra help time slot(s) and other times designated by the teacher in the classroom computer lab.**

3. The instructor believes that students with part-time employment are engaged in a valuable learning opportunity. Students who work must inform their instructor since work hours may impact due dates and study time. Please meet with your teacher (please bring proof of employment) to discuss your individual situation.
4. All work submitted to the instructor shall be original work from the student. Plagiarism/cheating is copying, reproduction, or paraphrasing significant portions or someone else's published or unpublished material, and representing these as one's own thinking by not acknowledging the appropriate source, or by failing to use appropriate quotation marks. Plagiarism and/or copyright infringement will immediately receive a zero and will be referred to a vice-principal.
5. Students will be evaluated on all course expectations. See the bottom of this page for the evaluation criteria.
6. There will be three formal reporting periods. The Interim, Mid-term, and Final reports will be distributed according to administration (only the last two reports will receive a numerical grade.) The student mark is a cumulative mark representing the standing of the student at the end of the reporting period. Comments will be made concerning student performance, learning skills, attendance and lates.
7. It is the student's responsibility to inform the teacher (with appropriate documentation) when they have a foreseen absence (including school related activities). All make-up tests, evaluations, and assignments for valid absences will be scheduled by the teacher. The teacher will maintain a list of students who must make up work. Remember if you missed an evaluation or assignment a make-up must be written on the scheduled date to receive a mark. A zero will be recorded until the make-up evaluation is completed on the assigned date and recorded.
8. Assignments are due at the beginning of the class on the due date. All assignments handed in past the ultimate due date (the last date the assignment will be accepted) will not receive a mark.
9. There may be short unannounced quizzes, assignments, and homework checks, which may or may not be evaluated and recorded, in order to ensure understanding of the subject matter.
10. A final culminating activity/assignment is a required component of this course. It will be worth 30% of the course mark.

## **D - Teaching Assessment & Evaluation Strategy**

| Categories       | Category Weight |
|------------------|-----------------|
| Knowledge        | 15%             |
| Thinking\Inquiry | 15%             |
| Application      | 15%             |
| Communication    | 15%             |
| ISU              | 10%             |
| Final Project    | 30%             |

### **Notes:**

- All assignments must be completed in class with assigned software. If students need extra computer lab time, to complete assignments, they must make arrangements with the teacher prior to an assignment due date.
- No food or beverages (other than bottled water) is permitted in the classrooms/computer labs.
- All backpacks will be placed at the back of the classroom/other desks, away from computers..
- Cell phones must be off in class and personal electronic devices are not to be used in class.

