

R.H. King Academy

STUDENT COURSE OF STUDY: Information and Communication Technology in Business

Course Details

Name of Subject:	Information and Communication Technology in Business				
Department:	Business	Level:	Open	Date:	Sept. 2013
Course Code:	BTT10	Grade:	Nine (9)	Curriculum Leader:	Mr. Paris
Pre-requisite:	None	Credit Value:	One (1)		

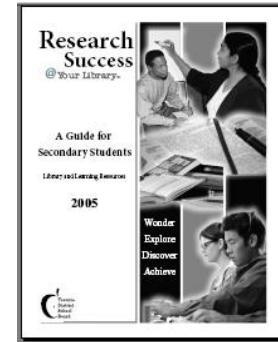
Teacher: Mr. Brown, Ms. Olaizola. Room A11, Tel. 416.396.5560 ext. 20105
Extra Help: Room A11/A12, Flexible tutorial available 12:30pm – 12:50pm
Course Developed: September 2012

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, 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.

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;
- Analyses options for accessing the Internet;
- Apply 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 page.

Business Communications

- Demonstrate an understanding of the characteristics of effective business documents and communications;
- Use appropriate technology to facilitate effective communication;
- Maintain an electronic portfolio of exemplary work that illustrates 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;
- Analyses privacy and security issues relating to information and communication technology;
- Assess the impact of information and communication technology on personal health and the environment.

COURSE CONTENT (please note dates, tasks & concepts sequence will be altered to meet student needs)

Unit	Software	Assessment & Evaluation *
Digital Literacy	Password/Network Access, File and Folder Manage Internet	----
Productivity Software	MS Excel	4-5 Spreadsheet Assignments 1 practical unit test
Design Software	MS Publisher MS PowerPoint Prezi MS Paint	4-5 Publishing Assignments Prezi Assignment PowerPoint Assignment MS Paint Assignment ISU Menu Ergonomics Poster
Business Communications	MS Word, Internet	3-4 Assignments ISU Dragon's Den
Ethics and Issues in Information & Communications Technology	MS PowerPoint, Internet	Assignment ISU Powerpoint Ethics
Final Culminating Activity	Students will create and promote a business using s learned throughout the semester.	Worth 30% of Final Mark

* 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

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

Classroom Routines & Procedures

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 which must be signed by you and your guardian. Ensure 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 the computer lab.**

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

1. Students are required to check their posted marks and inform the teacher (within 1 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. Students who work must inform their instructor since work hours may impact due dates & study time. Please meet 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 0 and will be referred to a vice-principal.
5. Students are evaluated on all course expectations. See the bottom of page for evaluation criteria.
6. 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. If you missed an evaluation or assignment a make-up must be written on the scheduled date to receive a mark. A 0 will be recorded until the make-up evaluation is completed on the assigned date and recorded.
7. 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.
8. 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.
9. A final culminating activity/assignment is a required component of the course and is 30% of the course mark.

D - Teaching Assessment & Evaluation Strategy

Categories	Category Weight
Knowledge	12.5%
Thinking\Inquiry	12.5%
Application	12.5%
Communication	12.5%
ISU	20%
Final Culminating Activity	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.
- Cell phones must be off in class and electronic devices are not to be used in class.

Student - Teacher Communication (Please Print Neatly)

Student Last Name _____ Student First Name _____

Student Number _____ Student E-mail _____

Home Phone Number _____ Cell Phone Number _____

Parent Name _____ Work or Cell Number _____ E-mail _____

Parent Name _____ Work or Cell Number _____ E-mail _____

Student Timetable

Period	Room	Teacher and Subject
A		
B		
C		
D		
Mentor		

Do you have any allergies or medical conditions that you may affect your time at school or in the classroom? _____

List teams, councils or other extra-curricular activities you are participating in at R.H. King Academy.

Are you currently working or volunteering? If so, where? (If applicable)

What else would you like the instructor to know about you (interests, special accommodations, medical conditions, allergies, etc.)? What line of work do your parents do? Do you have a family member or friend who works in the Business world who would be a good guest speaker for a Business class?

Classroom and Computer Policies Agreement

[Code of Online Conduct](#)  (60K 8/11/2009)

http://www.tdsb.on.ca/_site/ViewItem.asp?siteid=262&menuid=23189&pageid=20102

The Toronto District School Board (TDSB) provides online systems and resources for use by employees and students. Online resources include all material that is accessed through a computer or telecommunications network.

All policies, procedures, codes of behaviour and rules of the TDSB apply to those using online systems and resources provided by or on behalf of the TDSB. The "Code of Online Conduct" pertains to the use of online systems and resources. This Code has been prepared to protect the rights and safety of all.

The TDSB takes appropriate measures to ensure the security of the facilities and information that may be contained in them. The TDSB reserves the right to monitor the use of online resources by all that access the systems.

[Policy P044 - Code of Conduct PDF document](#) (42.9 KB)

Objective:

To establish a Code of Conduct for students, employees, parents and community members in accordance with the Education Act

<http://www.tdsb.on.ca/ppf/uploads/files/live/98/206.pdf>

Student Declaration – I have read and understand the **On-Line Code of Conduct, Classroom Routines and Procedures, the Student Code of Conduct and all polices contained in the R.H. King Student Planner** and I agree to follow all of these rules as laid out by the TDSB, my school and my teacher(s).

Student Number

First and Last Name (please print)

Student Signature: _____

Parental/Guardian Permission – I give permission for my child to use the On-Line access connection at R.H. King Academy.

Parent Name (please print): _____

Signature: _____

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