

Information and Communication Technology in Business,
Grade 9, Open
BTT10
Credit Value: 1.00

Course Details:

Department: Business Studies

Teachers: Mr. Laffin,

Revised: September 2022

Based Upon "The Ontario Curriculum: Grades 11 and 12: Business Studies"

Course Description/Rationale/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.

Class Requirements:

- Assigned Books
- Pens and Pencils
- Notebook
- Laptop Computer

Achievement Categories and Weighting

- Knowledge and Understanding: 25%
- Thinking: 25%
- Communication: 25%
- Application: 25%

Final Mark:

Course Work: 70%

Final Summative Evaluation: 30%

Ethics Task: 20%

Final Test/ Reflection: 10%

Course Expectations:

By the end of this course, students will:

- Be able to respond to a variety of texts
- Apply literary criticisms effectively
- Be able to discuss a variety of texts

Course/Department Policies:

Students are responsible to be on time each day, prepared to learn with necessary materials. Each student is responsible for bringing their own pens, pencils, books and laptops. Students should take the initiative to complete assigned homework must be completed in a timely manner. Everest Academy's Cell Phone Policies must be followed at all times.

Late or Missed Assignments for Grade 9-12 Students:

- In the professional judgement of the teacher, a penalty of 10% of the earned mark is assessed for each day that an assignment is late (including for any negotiated extension), to a maximum of 25% (i.e. no further penalty after the third day late). Example: A student hands in an assignment two days late and earns 80%. They are penalized 25% of the total value of the assignment for a final mark of 75%.
- At the teachers' discretion with reference to Growing Success (2010) page 46, a student may be informed that they can no longer submit an assignment if the student has been given an on-going opportunity to have it completed and submitted.
- Appropriate exceptions to this guideline will be made for students with verified medical conditions as well as for students with Individual Education Plans who require extended time for assignment completion.

Learning Skills:

- Self Regulation
- Initiative
- Collaboration

- Responsibility
- Independent Work
- Organization

Course Outline: Units of Study and Unit Summative Evaluation:
This course outline is flexible and subject to change.

Unit 1: Introduction & Media Literacy

Approx. 20 Hours

Students Will:

- Demonstrate an understanding of technology in the business world
- Apply technology to communicate digital advertising
- Use presentation software to communicate learning

Task	Achievement Chart Focus	Due Date
Digital Advertising Poster Presentation 10%	All Categories	
Unit 1 Take Home Test 5%	All Categories	

Unit 2: Using Business Technology

Approx. 35 Hours

Students Will:

- Communicate research using digital business applications
- Generate and maintain a website portfolio

Task	Achievement Chart Focus	Due Date
Email, Cover Letter & Resume 15%	All Categories	
Job Interview 5%	All Categories	

Unit 3: Business Communication

Approx. 25 Hours

Students Will:

- Demonstrate an understanding of effective business communication
- Maintain their digital portfolio with newly created material

Task	Achievement Chart Focus	Due Date
Team Business Research Presentation 15%	All Categories	

Unit 4: Independent Study

Approx. 25 Hours

Students Will:

- Demonstrate an understanding of legal, social, and ethical issues in digital business
- Assess the impact of information and communication technology on personal health and the environment.

Task	Achievement Chart Focus	Due Date
Personal Website 15%	All Categories	
Personal Website Conferences 5%		

Course Culmination – 15 hours

- Ethics Task – **20%**
- Course Reflection/Test – **10%**