

BTT10 Course Outline

Canterbury High School

Department: Business

Course Code: BTT10

Course: Introduction to Information Technology in Business, Grade 9, Open

Credit Value: 1.0

Teacher: C. Taylor

Course Overview:

This course introduces students to the use of information technology in a business environment. Students will learn how to use information technology in a work environment, perform electronic research, communicate electronically, and use common business software. They will also explore possible future occupations in information technology.

Strands and Overall Objectives:

Information Management

Students will demonstrate an understanding of the information technology terms used in business, explain the key infrastructures relevant to information technology, manage an information technology work environment, and electronically manage personal data and computer files.

Software Applications

Students will demonstrate the skills required to enter data by using appropriate keyboarding techniques, demonstrate the use of basic functions and features of common business software, and produce documents that meet basic business standards and formats.

Electronic Communication

Students will demonstrate an ability to use electronic software to create presentations, use electronic tools to communicate effectively with others, and demonstrate an understanding of the legal issues relating to electronic communication.

Electronic Research and Ethical Issues

Students will use a variety of electronic media to find relevant information, analyze the various uses of the Internet in a business environment; and analyze the ethical issues concerning the use of electronic information.

Career Opportunities

Students will describe career opportunities related to information technology, assess their information technology skills and competencies, and demonstrate an understanding of information technology programs designed for use in secondary schools.

BTT10 Course Outline

Canterbury High School

Assessment and Evaluation:

Student progress will be assessed through a variety of tests, quizzes, assignments, case studies, presentations, group work, articles, reports, discussions, projects, among others, that are conducted throughout the course.

70% of the final grade will be based on the following:

Knowledge/Understanding	15%
Thinking/Inquiry	15%
Communication	20%
Application	20%

30% of the final grade will be based on a final evaluation that will be administered at or towards the end of the course. This summative evaluation will take the form of an examination (10%) and a rich performance task summative assignment (20%).

Learning Skills

The report card provides a record of the learning skills demonstrated by students in every course, in the following five categories: **Works independently, Teamwork, Organization, Work Habits, and Initiative**. The separate evaluation and reporting of learning skills in these five areas reflects their critical role in student achievement of the curriculum expectations.

Resources:

Students are required to bring the following to class:

- 1) Three-ringed binder
- 2) Paper to take notes (sheets that can be removed)
- 3) Pens, pencils and other coloured writing materials
- 4) Calculator