

Canterbury High School
Ottawa-Carleton District School Board
Business Studies Department
Semester II – 2010 / 11 – Course Outline

Department: Business Studies

Course: Information Technology Applications in Business, Grade 11, Open

Course Code: BTA 30

Credit Value: 1.0

Teacher: C. Taylor, T. Allen

Course Overview: 110 hours

Course Description/Rationale: This course provides students with the opportunity to develop the information technology skills and knowledge required in a business. Students will learn about the information technology work environment, use industry-standard software, conduct electronic research, investigate electronic business, and explore occupations and postsecondary programs that require information technology skills.

Strands and Overall Expectations

- **The Impact of Information Technology on Business-** Students will identify and describe a variety of common information technology infrastructures in business, will describe an information technology work environment, and summarize the legal, ethical social, environmental and health and safety issues related to the use of information technology.
- **Software Applications and Information Management-** Students will demonstrate an understanding of the advanced functions and features of common business software, will produce complex documents that meet business standards using accepted business formats, and organize data and computer files.
- **Electronic research and Communication-** Students will demonstrate the use of electronic media to find relevant information, will determine the validity of electronic information, and demonstrate the use of electronic communication tools.
- **Electronic Business-** Students will describe the concept and operations of electronic business, will analyze security, legal and ethical issues related to conducting business electronically, and evaluate the impact of electronic business on business in general.

Units

1. The Business Workstation (15 hours)
 - a. introductory information technology
 - b. hardware issues
 - c. the personal computer
2. Business Applications (33 hours)
 - a. file management
 - b. business software use and techniques
 - c. software selection and business document production

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3. Electronic Research and Internet Webpage Design (21 hours)
 - a. introduction to The Internet
 - b. electronic research and communication
 - c. information validation using presentation software
 - d. webpage development
4. Security and Societal Issues (10 hours)
 - a. ethical issues
 - b. laws and security
 - c. health and safety
5. Career Resources and Opportunities (11 hours)
 - a. post secondary career opportunities
 - b. career portfolio
 - c. the growth plan
6. E-Business (20 hours)
 - a. the concept and operations of E-Business
 - b. the impact of electronic business
 - c. creating a mock E-Business website

Teaching Strategies

Students will learn the course material through: teacher-led instruction; class discussions; independent work; group work; research assignments; homework exercises; student presentations; practical computer-based work.

Assessment and Evaluation

(Based on school assessment and evaluation policies - standard format in each department)

Evaluation Summary:

70% of the grade will be based on evaluations conducted throughout the course.

- *Knowledge and Understanding = 20%*
- *Application = 25%*
- *Communication = 10%*
- *Thinking and Inquiry = 15%*

30% of the final grade in all courses 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 (15 %) and a performance task (15%).*

Resources

Students are required to bring the following to class:

- 1) Three-ringed binder
- 2) Paper to take notes on
- 3) Pens, pencils and other coloured writing materials
- 4) A 3.5" floppy diskette or a USB flash drive
- 5) Our textbook is The Internet