



## Dryden High School

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### COURSE OUTLINE

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**Teacher:** Mr. B. Beatty

**Course Name:** Information and Communication Technology:  
The Digital Environment

**Course Code:** BTA300

**Course Type:** Open

**Grade Level:** 11

**Credit Value:** 1

**Date:** January 2011

**Ministry Guideline/Date:** 2006

#### **Course Description/Rationale:**

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

#### **Textbook(s)/Essential Resource Materials:**

A variety of resource materials are used for this course as well as the textbook: Business Connections: Information Technology in Action. Materials are related to culminating tasks and are dependent on lab environment; some Internet access is essential.

#### **Overall Expectations of the Course by Strand**

##### **Digital Literacy**

- describe the computer workstation environment, using proper terminology;
- apply appropriate strategies when organizing and managing electronic files and folders;
- demonstrate effective use of tools and techniques of electronic research.

##### **Productivity Software**

- demonstrate the use of advanced features of word processing software to produce common business documents;
- demonstrate the ability to use advanced features of spreadsheet software to perform a variety of tasks;
- manage information, using database software;
- demonstrate the ability to use the features of a variety of design software applications to perform specific tasks.

## **Business Communications**

- communicate using accepted business standards and formats;
- demonstrate effective use of electronic communication tools;
- create a digital portfolio illustrating their information and communication technology competencies and skills.

## **E-Business**

- demonstrate an understanding of e-business concepts and operations;
- evaluate the impact of e-business;
- design and create an e-business website for a target audience.

## **Information and Communication Technology Ethics and Issues**

- demonstrate an understanding of the legal, social, and ethical issues related to information and communication technology;
- analyse privacy and security issues related to conducting business electronically;
- summarize health and environmental issues related to the use of information and communication technology.

## **Teaching/Learning Strategies:**

Many different teacher-centred, learner-centred and self-directed learning strategies will be incorporated throughout lead-up activities to provide students with a variety of opportunities to develop their skills and knowledge. These strategies will be selected to assist students in developing literacy and learning strategies in addition to technical skills.

## **Assessment and Evaluation of Student Performance:**

Opportunities for assessment and evaluation are frequent, and are designed to guide the student towards the acquisition of skills and knowledge necessary to meet course expectations. Reflective instruments are provided to help students assess and plan their learning. Formal and informal observation techniques and conferencing help clarify student thinking and provide evidence of student progress.

Students will be assessed and evaluated according to the course assessment chart summarized below.

**Course Content:**

1. Hardware/Ergonomics/Windows, File Management
2. Word Processing
  - a. Microsoft Word
3. Digital Image Editing
  - a. Adobe Photoshop
4. Drawing/Design
  - a. CorelDraw
  - b. Adobe Illustrator
5. Web Design
  - a. Macromedia Dreamweaver
6. Spreadsheets
  - a. Microsoft Excel
7. Presentations
  - a. Microsoft PowerPoint
8. Databases
  - a. Microsoft Access
9. Internet/Networks/Business Ethics
10. Publications
  - a. Microsoft Publisher

In addition to the software that is taught, students will be exposed to a variety of different business concepts. This course will lean heavily to teaching skills and knowledge that will benefit someone who wants to run their own business or who wants to be successful in the business/professional work environment. Hands-on learning will be emphasized.

**Course Assessment/Evaluation:**

<b>Term Mark - Category/Strand/Unit</b>	<b>% of Final Mark</b>
Knowledge/Understanding	10.5
Thinking/Inquiry	14.0
Communication	17.5
Application/Making Connections	28.0
<b>Subtotal</b>	<b>/70.0</b>
<b>Culminating Activities</b>	
	<b>% of Final Mark</b>
Electronic Portfolio	10.0
Final End Task	20.0
<b>Subtotal</b>	<b>/30.0</b>
<b>TOTAL MARK</b>	<b>/100.0</b>

**Your Responsibilities:**

1. Attendance and Effort – Just as in a real career, each student is expected to attend each class, to be on time, arrive prepared, have respect for all in class and the class and its equipment and to use time in class productively. Expect a detention if you are late.
2. If for any reason you are away, it is YOUR responsibility to find out what you missed and get it turned in. The teacher is always the best resource for this information; however, fellow classmates may also be of assistance. If you know you will be missing a class, see me *before* you are away in order to get the work
3. If you miss a test, **be prepared to write it the day you get back, during lunch.** Also, call the school so that your absence is excused or bring a note. An unexcused absence from a quiz or a test will result in a mark of zero.
4. It is expected that your homework will get done. Homework will be marked. If a student does not complete homework on a regular basis, an interview with parents may be arranged.

### A Note to Parents/Guardians:

Hello Parents/Guardians:

Please get involved in your child's business education! Feel free to go to my website anytime and see what we are up to in *BTA300*. Go to <http://dhseagles.kpdsb.on.ca/~rbeatty> (no www). Then click on the ***Information and Communication Technology (BTA 300)*** link. You will see things such as the course outline, our daily activities, student marks, and upcoming tests and assignments.

Unfortunately, when we create an HTML mark page to put on the Internet, our student mark program (Markbook) creates an alternate code rather than using the student number. Your son or daughter will be given this code. Should it not make it to you (as often happens!), feel free to contact me in order to get it so that you can keep track of your son or daughter's progress. Should you not have access to a computer or the Internet, please feel free to contact me at any time for a print-out of your son or daughter's marks.

I look forward to meeting you at the first "meet the teacher" night, which will occur March 9, 2011 at 3:30 p.m. in the Gordon Wood Auditorium.

During most lunch hours, I am available to help students from 11:30 a.m. to 12:30 p.m. and the computer lab is open for students to work on their Business Education assignments.

Please feel free to call at me at 223-2316 ext. 150 or email me at [robert.beatty@kpdsb.on.ca](mailto:robert.beatty@kpdsb.on.ca) should you have any questions or concerns.

Yours in Education,

B. Beatty

- Please tear on the dashed line.
- Parents/guardians keep the top portion of this page.
- Mr. Beatty gets the bottom portion of this page.
- The student puts pages 1 and 2 in their binder.



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**I have read the Information and Communication Technology 11 course outline and am looking forward to contributing to my son/daughter's success in BTA 300.**

**Student Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent Contact Phone Number(s):** \_\_\_\_\_

**Parent/Guardian Email Address:** \_\_\_\_\_

**Preferred Contact Method:**     E-mail                       Phone                       Either

**Parent/Guardian Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_