

## Dryden High School



# *BTA300-Information & Communication Technology*

## COURSE OUTLINE

**Teacher:** Mr. B. Beatty

**Course Name/Code:** BTA300 Information & Communication Technology: The Digital Environment

**Website:** <http://dhseagles.kpdsb.on.ca/~rbeatty/BTA300.html> (no www)

**Email:** robert.beatty@kpdsb.on.ca or robert.beatty@k12.kpdsb.ca

### 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. Students will also benefit by applying the skills and knowledge learned to the technology side of running the school store.

### 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.

## Course Content

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

### WHAT DOES ALL THIS MEAN?

It means I am going to teach you properly and in depth how to use a lot of great software that you will be able to use as a tool for many many years to come, both in your future education but also in your career and personal life! I also hope that I will be teaching you how to use technology in a creative, efficient, and effective way.

### 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 technology 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 on the following page.

**Course Assessment/Evaluation:**

<b>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 (Business Website)	10.0
Final End Task	20.0
<b>Subtotal</b>	<b>/30.0</b>
<b>TOTAL MARK</b>	<b>/100.0</b>

**Student Responsibilities:**

1. Respect – My main class rule centres around **RESPECT**. You are to have it for the teacher, educational assistants, your classmates, the equipment, your parents and guardians, and yourself.
2. Attendance and Prepared to Learn – Just as in a real career, each student is expected to attend each class, to be on time, arrive prepared with your binder and a pen and a pencil.
3. Effort – No matter what your ability or your previous background with technology, software, computers, I expect you to give me 100% effort every day. Before you hand in an assignment, ask yourself “is this the very best that I can do?” If the answer is no, put more effort in and then submit.
4. If Absent - If for any reason you are away, it is **YOUR** responsibility to:
  - bring a note or ensure that your parent/guardian has called or emailed the school.
  - find out what you missed and get it completed and turned in. The teacher and the course website are 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.
5. Your Phone – I am looking forward to teaching you as much as I can in five months. I have better things to do than to waste my time managing student phone use. **DON'T BRING YOUR PHONE TO MY CLASS.** If your phone becomes a problem, you will be asked to leave.

## A Note to Parents/Guardians:

Hello Parents/Guardians:

I am your child's *BTA300 (Information and Communication Technology: The Digital Environment 11)* teacher. Please get involved in your child's business education - have a look at this course outline and as well visit my website to see what we are up to in this class. Go to <http://dhseagles.kpdsb.on.ca/~rbeatty> (no www). Then click on the *Information and Communication Technology* (BTA300) link. You will see things such as the course outline, our daily activities and any upcoming due dates.

My expectations are that your son or daughter:

- comes to class on time prepared to learn and work each day. This includes having a binder with paper, something to write with and they have had ample sleep the night before.
- has regular attendance, which is critical to success in this course due its "hands-on nature".
- lets me know if they expect to be away or late due to appointments, bring a note for any absences, and take responsibility for any missed work or requirements.
- they put forth their best effort every day, regardless of ability.
- put their phones away so they are not distracted during class instruction or work time. Please don't call/text them during class time unless it is an emergency.

It is my hope that by the end of the course your son or daughter will have significantly developed skills in organization, communication, thinking and inquiry as well as software and hardware related skills and knowledge. This will serve them in their future educational and in professional careers in years to come.

I usually have a few days a week and am often available after school if students need help or time in the computer lab to work on their Business Education assignments.

I look forward to meeting you at the first "meet the teacher" night. Please feel free to contact 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. Feel free to contact me at any time for either a hard copy or electronic (emailed) *print-out* of your son or daughter's marks.

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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Please detach and return

**I have read the *Information and Communication Technology: The Digital Environment 11* course outline and am looking forward to contributing to my son/daughter's success in BTA300.**

**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:** \_\_\_\_\_