BTT100/200-Introduction to Information Technology

Teacher: Mr. Beatty
Course Name: Introduction to Information Technology
Course Code: BTT 100/BTT 200
Textbook: Insights: Succeeding in the Information Age.   Ellerby, Pinto, and Brady.
Website: http://dhseagles.kpdsb.on.ca/~rbeatty   (no www)
Email: robert.beatty@kpdsb.on.ca or beats27@gmail.com

Course Description: This course introduces students to the uses of information technology in a business environment.   Students will learn how to use information technology in a work environment, perform electronic research, communicate electronically, use common business software, and explore career opportunities.   Students will be able to transfer the skills and understanding acquired in this course to activities in other courses and outside of the classroom. Through a variety of activities, students will have opportunities to develop interpersonal skills, to interact with people from the business community and organizations within the school, and to develop a personal portfolio of information technology skills and competencies.

Course Strands:
- Digital Literacy
- Productivity Software
- Design Software
- Business Communications
- Ethics and Issues in Information and Communication Technology

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

Course Assessment/Evaluation:

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

Student 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. You can also look on Mr. B's website at **http://dhseagles.kpdsb.on.ca/~rbeatty**. All assignments and what we did each day should be posted there.

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 *BTT1O0/2O0.* Go to **http://dhseagles.kpdsb.on.ca/~rbeatty (no www).** Then click on the *Introduction to Information Technology* (BTT 1O0/2O0) 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 should you have any questions or concerns.

Yours in Education,

B. Beatty

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

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Please detach and return

I have read the Introduction to Information Technology 9/10 course outline and am looking forward to contributing to my son/daughter's success in BTT1O0/2O0.

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:** _____