

SIR WILFRID LAURIER SECONDARY SCHOOL
INFORMATION TECHNOLOGY APPLICATIONS IN BUSINESS (BTA 30)

Credits: One

DATE: ACADEMIC YEAR

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.

UNIT: Digital Literacy

Overall expectations

By the end of this course, students will:

- 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.

UNIT: Productivity Software

Overall expectations

By the end of this course, students will:

- 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.

UNIT: Business Communications

Overall expectations

By the end of this course, students will:

- 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.

UNIT: E-Business

Overall expectations

By the end of this course, students will:

- 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.

UNIT: Information and Communication Technology Ethics and Issues

Overall expectations

By the end of this course, students will:

- 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.

EVALUATION

The final grade for each course:

- 70% of the grade will be based on assessment and evaluation conducted throughout the course.
- 30% of the grade will be based on a summative evaluation administered towards the end of the course. The summative evaluation may take the form of an examination (up to 20% of the summative evaluation), performance task, essay, and/or other methods of evaluation suitable to the course content.

Guidelines for Missed Evaluations and Academic Fraud:

1. Upon missing a test or presentation, students will be required at the teacher's discretion, either to;
 - a) Complete the test or presentation immediately upon return to school; or
 - b) Make arrangements with the teacher for a make-up; or
 - c) Write the missed test Friday morning at 7:30 a.m. of that week.

Failure to complete it according to the negotiated schedule will result in a mark of zero.

Note: Certain forms of formal summative evaluations (exams, summative project presentations, etc.) are time sensitive. This means they must be completed at and within a specific time. Students must be present for these summative evaluations.

2. If an assignment is late or incomplete, a student will be provided with a second opportunity. Students who are provided with a second opportunity, **shall do so within five school days**. If no evidence is forthcoming after five days, a mark of zero will be assigned.

3. Copied, borrowed or stolen work provides no evidence of learning. Teacher will document and archive the work in question. Students may be allowed to resubmit the assignment. The teacher and administrator will define the parameters for the completion of this task.

Attendance Policy:

- You are responsible for catching up on class notes and completing any assignments for which you were absent
- Your parents are required to notify the office when you are absent
- End-of-course evaluations, (e.g. summative activity or final examination) are time-sensitive. Attendance is mandatory for these evaluations. **All missed course exams must be excused with a doctor's certificate**

General Course Information:

Textbook: None