

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

Class Requirements:

- Notebook
- Pen/Pencil
- Computer
- Appropriate Computer Software

Missed Tests and Late Assignments

Students are to be present for test dates. There must be a verified, valid reason when a test is missed. The teacher may provide an alternative opportunity for testing or record an “absent” for that test.

All summative assignments will have a clear *Due Date*. Assignments that are handed after the *Due Date* will be accepted and assessed by the teacher if submitted prior to the *Deadline*. The *Deadline* is defined as the class period in which that graded assignment is returned to the class, unless there are extenuating circumstances.

For the mid-term report, no mark will be recorded for a verified missed summative assignment. Where a student has not submitted enough work for the teacher to determine the student’s level of achievement the report card will indicate that the student’s work is incomplete and no grade will be assigned.

At the semester end, where summative assessments are incomplete, a mark of zero may be assigned and used to calculate the student’s final grade.

Assessment Strategies

Each unit or strand of the course will be evaluated using summative evaluations. Students will also be expected to complete assessment activities of a formative nature in order to learn and to practice the specific expectations that will compose these summative evaluations. Examples of summative evaluations are tests, case studies, interviews, reports, presentations, seminars, debates, research and other writing assignments.

Achievement Categories

Knowledge/Understanding	35%
Thinking/Inquiry	15%
Communication	10%
Application	40%

Curriculum strands:

- Impact of Information Technology on Business
- Software Applications
- Information Management
- Electronic research and Communication
- Business Concepts

Learning Skills:

- Works Independently
- Team work
- Organization
- Work Habits
- Initiative

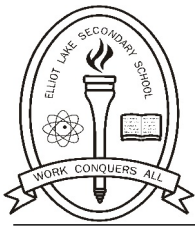
Evaluation

The year’s work will be based on:

Test

In-Class Summative Assignments

- In-Class Formative Assignments
- Research Paper
- Business Writing
- Creative Visual Displays
- Exam



COURSE OUTLINE

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Unit 1 Impact of Information Technology on Business	<ul style="list-style-type: none"> ❖ Information Technology Infrastructures ❖ Information Technology Work Environment ❖ Information Technology Issues 	<ul style="list-style-type: none"> ❖ Poster Assignment ❖ Research Paper ❖ Essay ❖ Comparison Charts ❖ Presentation 	10%
Unit 2 Software Application	<ul style="list-style-type: none"> ❖ Corel Draw ❖ Microsoft Publisher ❖ Creation and Use of Business Documents 	<ul style="list-style-type: none"> ❖ Flyer ❖ Business Card ❖ Newsletter ❖ Pamphlets ❖ Slideshow 	25%
Unit 3 Electronic Research and Communications	<ul style="list-style-type: none"> ❖ Electronic Research ❖ Information Validation ❖ Electronic Communication 	<ul style="list-style-type: none"> ❖ Research Paper ❖ Presentation ❖ Questions ❖ Analytical Write up 	10%
Unit 4 Electronic Business and Business Concepts	<ul style="list-style-type: none"> ❖ The concept and operations of Electronic Business ❖ Electronic Security Issues ❖ Electronic and Traditional Business 	<ul style="list-style-type: none"> ❖ Comparison Writing ❖ Questions ❖ Internet Research 	5%
Unit 5 Preparation for Employment	<ul style="list-style-type: none"> ❖ Post Secondary Opportunities ❖ Assessment of Skills and Competencies 	<ul style="list-style-type: none"> ❖ Internet Searches ❖ Personal Reflection/Evaluation ❖ Career Cruising 	5%
Unit 6 Information Management	<ul style="list-style-type: none"> ❖ Spreadsheets ❖ Databasing 	<ul style="list-style-type: none"> ❖ In-Class Assignments ❖ Summative Assignments ❖ Data/Format Manipulations 	15%
Summative Evaluation Exam and Culminating	<ul style="list-style-type: none"> ❖ Summative Software assignment with a business simulation 	<ul style="list-style-type: none"> ❖ In-Class Project 	30%