

Course Description/Rationale/Overview: This course introduces students to the use of information technology in the business environment. Students will learn how to use information technology in a work environment, perform electronic research, communicate electronically and use common business software. They will also explore possible future occupations and issues relating to information technology. This course will prepare students for a world of business and communication that relies on electronic technology, an area also undergoing continuous change.

Class Requirements:

- Notebook
- Pen/Pencil
- Computer Software (provided)
- Proper Computer Etiquette

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
Thinking/Inquiry
Communication
Application

Curriculum strands:

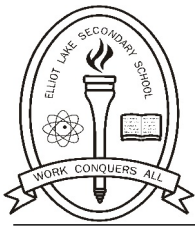
- Terms and Infrastructure
- Software Application Skills
- Electronic Tools and Business Application
- Research and Using

Learning Skills:

Works Independently
Team work
Organization
Work Habits
Initiative

Evaluation

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



COURSE OUTLINE

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Unit 1 Electronic Information Technology	<ul style="list-style-type: none"> ○ Terminology ○ Technology Infrastructures ○ Legal and Ethical Issues ○ Basic Computing skills and knowledge ○ Ergonomics 	<ul style="list-style-type: none"> ○ Questions ○ Poster Assignment ○ Research Paper ○ Internet Search 	10%
Unit 2 Spreadsheet Design	<ul style="list-style-type: none"> ○ Formatting a Spreadsheet ○ Data Entry and Manipulation ○ Mathematical calculations 	<ul style="list-style-type: none"> ○ Formative Assignments ○ Summative Assignments ○ Test 	10%
Unit 3 Databasing	<ul style="list-style-type: none"> ○ Data entry and manipulation ○ Formatting a database ○ Synthesis with other software 	<ul style="list-style-type: none"> ○ Formative assignments ○ Summative assignments ○ Test 	10%
Unit 4 Related Business Software	<ul style="list-style-type: none"> ○ Microsoft Publisher ○ Photoshop Elements or Macromedia Fireworks ○ Windows Movie Making ○ Microsoft Power Point 	<ul style="list-style-type: none"> ○ Business Cards ○ Pamphlets and Brochures ○ Research Assignment and Presentation ○ Flyers ○ Slideshow 	25%
Unit 5 Microsoft Word	<ul style="list-style-type: none"> ○ Creating Professional Documents ○ Advanced Concepts ○ Text/Data Manipulation ○ Formatting 	<ul style="list-style-type: none"> ○ Newsletter ○ Memo writing ○ Business letter 	10%
Unit 6 Electronic Tools	<ul style="list-style-type: none"> ○ E-Mail awareness ○ Internet Search and Research Skills ○ Citing Sources 	<ul style="list-style-type: none"> ○ Essay 	5%
Summative Evaluation	<ul style="list-style-type: none"> ○ Business Simulation ○ Exam 	<ul style="list-style-type: none"> ○ Assessing overall business awareness ○ Assessing proficiency in all 	30%