



LISGAR COLLEGIATE INSTITUTE

DEPARTMENT: Business Studies

COURSE NAME: Information and Communication Technology in Business

COURSE CODE: BTT10

OVERVIEW

If you could start your own business, what would it be, and how would you go about making it happen? In *BTT 10: Information and Communication Technology in Business*, we take a project/problem-based approach to this question as students, in the process, build a foundation of digital literacy skills necessary for success in a technologically-driven society

In this introductory business course -- with its focus on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology -- students are given the opportunity to imagine they are entrepreneurs starting their own business, working out what they think the different steps they would need to take to make their business successful.

It is within this problem/project-based learning framework that students develop and work through the steps of their business plan at their own pace, differentiated for their own learning needs. As they do so, in-class activities and tasks focused on students learning the skills associated with such tasks as word processing, spreadsheets, databases, desktop publishing, presentation software, and website creation, are designed as much as possible to feed into the various stages of their plan.

Need to write a business letter? You'll need to know Microsoft Word. Need to present a sales pitch to potential clients? You'll need to know the latest in presentation software and platforms -- and BTT 10 is your place to start! Imagine the possibilities. In BTT 10, you'll work on the digital literacy skills you'll need to make your job-creating, quality of life-improving idea for a product or service a business reality -- and a valuable asset for your potential investors....

COURSE CONTENT

Digital Literacy, Productivity Software, Design Software, Business Communications, Ethics and Issues in Information and Communication (see above)

EVALUATION

Course Work (Formative): 70%

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|--------------------------------------|--------|
| 1. Thinking/Inquiry/Problem Solving: | 17.5 % |
| 2. Knowledge/Understanding | 17.5 % |
| 3. Communication | 17.5 % |
| 4. Application | 17.5 % |

Summative (30 %)

Students will work on several larger in-class tasks in November through January (Second Semester -- April through June) comprising 30% of their overall mark. There is no exam for the course.

ASSESSMENT METHODS

Portfolio Evaluation - Students will work independently in class compiling a portfolio of activities, exercises, and other creative projects to be assessed and evaluated periodically.

In-Class Assignments - Students will work independently in class on creative tasks associated with different skills, within a project/problem-based framework whenever applicable.

OVERALL CURRICULUM EXPECTATIONS:

By the end of this course, students will:

- demonstrate an understanding of the terminology associated with information and communication technology;
- demonstrate an understanding of the computer workstation environment;
- manage electronic files and folders;
- analyse options for accessing the Internet;
- apply effective techniques when conducting electronic research.
- use word processing software to create common business documents;
- use spreadsheet software to perform a variety of tasks;
- manage information, using database software.
- use presentation software to create and deliver effective presentations;
- use desktop publishing software to create publications;
- demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.
- demonstrate an understanding of the characteristics of effective business documents and communications;
- use appropriate technology to facilitate effective communication;
- maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including the ability to create effective business communications.
- demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology;
- analyse privacy and security issues relating to information and communication technology;
- assess the impact of information and communication technology on personal health and the environment.