



**THAMES VALLEY DISTRICT
SCHOOL BOARD**



**OAKRIDGE
SECONDARY
SCHOOL**

COURSE OVERVIEW

Course Name: Information and Communication Technology **Course Code:** BTT101
Course Type: Open **Grade Level:** 9
Credit Value: 1

Software/tools: Windows, Photoshop, Dreamweaver MX, MS Word, MS Excel, MS Access, Powerpoint, Prezi, WIX

Course Description:

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology

Prerequisite: None

Units of Study:

Strand	Overall Expectations
1. Digital Literacy	<ul style="list-style-type: none"> ✓ 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.
2. Productivity Software	<ul style="list-style-type: none"> ✓ use word processing software to create common business documents; ✓ use spreadsheet software to perform a variety of tasks; ✓ manage information, using database software.
3. Design Software	<ul style="list-style-type: none"> ✓ use presentation software to create and deliver effective presentations; ✓ use presentation software to create and deliver effective presentations; ✓ demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.
4. Business Communications	<ul style="list-style-type: none"> ✓ 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.
5. Ethics and Issues in Information and Communication Technology	<ul style="list-style-type: none"> ✓ 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.

Note: Units may not be covered in this specific order. This may be subject to change based on the discretion of the course teacher.

Evaluation/Weighting of Marks:

The final grade will be based on 70% term work and 30% culminating task(s).

Exam – 10% Culminating Activity – 20%

Achievement Chart Categories and Percentages for Term Work

Knowledge and Understanding	20%
Thinking and Inquiry	20%
Communication	20%
Application	40%

Assessment and Evaluation Strategies:

The purpose of assessment and evaluation is to improve student learning. Assessment and evaluation is based on the provincial curriculum expectations and the achievement levels outlined in the curriculum document. In order to ensure that assessment and evaluation are valid and reliable, and that they lead to the improvement of student learning, teachers use a variety of strategies throughout the course, including: providing students with feedback about their work (known as assessment **for** learning), helping to set learning goals and monitor their own progress (known as assessment **as** learning), and evaluation and reporting of progress in the form of grades and marks (known as assessment **of** learning). A variety of strategies will be used to assess and evaluate student achievement. These strategies include: oral communication/presentation, performance and writing tasks, quizzes, tests, and group activities.

Culminating Activity

The culminating task(s) for the course is to complete promotional campaign using various software covered throughout the term.

Learning Skills and Work Habits Assessment:

The development of learning skills and work habits is an integral part of student learning. These skills are: Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation. Learning skills and work habits influence student achievement and are included as a formal part of the assessment and evaluation process. Learning skills and work habits will be assessed by the students efforts in class and in completing all assigned work, their cooperation with their peers, test preparation, and daily record by the classroom teacher.

Academic Dishonesty - Cheating and Plagiarism:

Learning tasks that students complete as well as the assignments, tests and exams that students submit for evaluation must be their own work. Cheating and plagiarism is a serious offence that will not be condoned. Academic consequences will result.

Late and Missed Assignments - Student Roles and Responsibilities

Students are expected to:

- be responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher;
- understand that there will be consequences for not completing assignments for evaluation and/or for submitting those assignments late;
- use class time productively;
- in extenuating circumstances, request an extension from the teacher before the due date.

Mark deductions for late and missed assignments may apply to major assignments only. Please refer to your Oakridge Student Planner, tvdsb.ca/Oakridge.cfm or tvdsb.ca for more details on our new Assessment and Evaluation Policy.

References: *TVDSB Assessment & Evaluation Policy, September 2011; Growing Success - Assessment and Evaluation, and Reporting in Ontario Schools, 2010.*

I have discussed the course outline with my parent(s)/guardian(s), reviewed the assessment and evaluation used in the course, and have emphasized the importance of attendance and punctuality. I will seek teacher assistance when needed and will strive to work to the best of my ability.

Date
Signature

Student Signature

Parent/Guardian