***Smiths Falls District Collegiate Institute***

299 Percy Street Principal: Mr. G. Cooke

Smiths Falls, ON K7A 5M2Vice Principal: Mr. D. Fisher

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**BTT 1O/2O –Information and Communication Technology in Business**

**Grade 9/10, Open Level Course**

Board: Upper Canada District School Board

Course Teacher: Mr. Bourne

Contact Info: At the school or by email: [christopher.bourne@ucdsb.on.ca](mailto:christopher.bourne@ucdsb.on.ca)

Course Website: <http://mrbourne.weebly.com>

Course Dates: September 3, 2013 – January 23, 2014

**Overall Curriculum Expectations**

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.

**Software:** The following software programs are studied in BTT1O/2O. It is **not** a requirement that students have these programs available at home. All projects/assignments are to be completed during classtime and should not require extra time outside of class.

**Microsoft Office (Word, Excel, PowerPoint)**

**Microsoft Publisher**

**Adobe Photoshop**

**Adobe Dreamweaver / Weebly**

**Filemaker Pro**

**Organization:** We will be completing the vast majority of work in this course on the

computer. Students are expected to maintain a well organized folder on the

school drive or “Sky Drive” that will contain all their work and assignments. This will allow students to quickly locate past work for study and review. An alternative is for students to carry a memory stick to class with them **every** day.

**Course Evaluation**

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| **TERM WORK** | | | **FINAL WORK** | | | |
| **Category** | **Value** | **Task(s) –** Students will read, engage, and create a variety of written, visual and spoken texts. Assessment/ Evaluation tools will consist of some of the following to make up the 70%:   * Culminating Projects * Case Studies * Oral Presentations * Assignments * Tests | **Task(s)** | | **Value** |
| Knowledge | 20% | * Summative Task (culminating assignment that covers all aspects of the course) | | 30% |
| Thinking/Inquiry | 15% |
| Communication | 15% |
| Application | 20% |
| **Term Work Total** | | **70%** | **+** | **Final Work Total** | **30%** | |

**Assessment and Evaluation Procedures:**

* Tests & Assignments may be held at the end of each unit with proper notice provided. (minimum 3 school days)
* If you are going to be away for a test or assignment submission, you **must inform me of the reason by either calling the school and leaving a message or by sending me an email**. You will be required to write the test or submit the assignment on your first day back in accordance with SFDCI’s assessment and evaluation policy

This class is a project based course, which means students will be working on a variety of different projects/assignments at their own speed throughout the course. Dates will be given for completion of each software project, but the depth of understanding and knowledge that is gained is completely dependent on the speed and interest level of the student. Marks will be awarded for a student’s competencies as well as effort level. If you have any questions about how this will work in the classroom, please don’t hesitate to contact me.

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I have read and understand the expectations for this course. Please return to Mr. Bourne.

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Student Signature Parent / Guardian Signature

Preferred method of parental contact and phone number / email

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**Student Success Policy:**

1. Teacher assigns original due date.

If student misses it:

2) Teacher contacts parents and gives a second due date.

If student misses it:

3) Teacher refers student to SST

4) SST meets with student to provide help and support in completing assignment. A final due date is established, and parents are contacted again.

If student misses it:

5) SST refers student to the principal to assign a zero on the assignment. Another opportunity to meet the expectations will be provided on culminating activity or final exam.

**BTT1O/2O – Approximate Course Schedule**

Week 1 – September 3-6 Course Introduction and Computer Terminology

Week 2 – September 9-13 Operating Systems and Essential Software

Week 3 – September 16-20 MS Word

Week 4 – September 23-27 MS Word / Business Communication

Week 5 – Sept 30 - Oct 4 Business Communications

\*\* **October 4 – Business Communications Assignment Due \*\***

Week 6 – October 7-10 MS Excel

Week 7 – October 15-18 MS Excel / Databases

Week 8 – October 21-25 MS PowerPoint / Prezi

Week 9 – Oct 28 – Nov 1 MS Publisher

Week 10 – November 4-8 MS Publisher

\*\* **November 8 – MS Publisher Assignment Due \*\***

Week 11 – November 11-15 Adobe Photoshop

Week 12 – November 18-22 Adobe Photoshop

Week 13 – November 25-29 Adobe Photoshop

\*\* **November 29 – Photoshop Assignment Due \*\***

Week 14 – December 2-6 Internet Analysis and Issues

Week 15 – December 9-13 Web Design Basic Foundation

Week 16 – December 16-19 Web Page Design - Weebly

**\*\* Christmas Break – December 20 – January 6 \*\***

Week 17 – January 6-10 Web Page Design - Dreamweaver

Week 18 – January 13-17 Culminating Project

Week 19 – January 20-23 Culminating Project

Week 20 – January 24-30 Exam Period

**\*\*The Final Exam will consist of a Culminating Project that involves all aspects of the\*\* content covered in the course**