

Course Outline: Information and Communication Technology: The Digital Environment, Grade 11 Open

Teacher: Norma Onate

Credit Value: 1.0

Course Code: BTA3O1

Prerequisite: None

Course Description:

The course focuses on software application and the information technology work environment (I.T., networking, and business practices) as well as investigating occupations and postsecondary programs that require information technology skills. The second half of the course focus on internet applications in business. Students will conduct electronic research, investigate e-business/e-commerce practices and learn to create websites for educational, individual and ultimately business purposes. Students will also investigate future technologies that will impact our society.

Curriculum Strands:	Units of Study:
Digital Literacy	Unit 1: Digital Literacy
Productivity Software	Unit 2: Communicating with Spreadsheets and Databases
Business Communications	Unit 3: Ethics and Issues
E-Business	Unit 4: E-Business and Web Site Creation
Information and Communication Technology Ethics and Issues	

Assessment & Evaluation:

Term Work:	70%	Final Summative:	30%
Assignments	= 25%	Summative Project	= 30%
Inquiry/Presentations	= 20%		
Tests/Quizzes	= 25%		

Within each Curriculum Strand, the following Achievement Chart Categories will be used for individual evaluations: Knowledge/Understanding, Thinking/Inquiry, Communication, Application

Learning Skills and Work Habits: The following Learning Skills and Work Habits are evaluated regularly using a scale of Excellent, Good, Satisfactory or Needs Improvement:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

Growing Success: Students will be assessed through a combination of conversation, observation, and product. Success criteria, exemplars and ongoing descriptive feedback will be used to support student learning. Assessment will be varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning. The final grade should reflect the student's most consistent level of achievement, with special consideration given to more recent evidence. (*Growing Success, 2010*)

Teaching Strategies: A variety of teaching and learning strategies will be incorporated throughout the course.