

Course Outline: ICT: The Workplace (BTX4E1), Grade 12 Workplace Level

Teacher: Michael Pierog

Credit Value: 1.0

Course Code: BTX4E1

Prerequisite: BTA3O1 (Recommended)

Course Description:

This course provides students with the opportunity to further develop essential workplace skills in information and communication technology while working in an individual and team environment. Using a project-based approach, students will focus on integrating software application and applying multimedia software features. Students will expand their understanding of electronic business in e-commerce environments and workplace ethics. This course will prepare students for a successful transition from secondary school to the workplace.

Online Resource: D2L

Curriculum Strands:	
<ul style="list-style-type: none"> describe workplace settings from an information and communication technology perspective 	<ul style="list-style-type: none"> use a variety of electronic resources to retrieve, evaluate, and communicate information
<ul style="list-style-type: none"> explain the impact of information and communication technology on the workplace environment 	<ul style="list-style-type: none"> demonstrate an understanding of the team process in the work environment
<ul style="list-style-type: none"> explain the importance of adhering to ethical standards when conducting business electronically 	<ul style="list-style-type: none"> use software and electronic tools to implement organizational and time-management strategies
<ul style="list-style-type: none"> use appropriate software to create integrated customized documents that meet professional business standards 	<ul style="list-style-type: none"> demonstrate an understanding of the importance of keeping an updated digital portfolio that accurately reflects their information and communication technology competencies and skills for job interview purposes
<ul style="list-style-type: none"> demonstrate the effective use of multimedia software 	<ul style="list-style-type: none"> demonstrate an understanding of strategies for conducting an effective job search
<ul style="list-style-type: none"> use appropriate software to facilitate the completion of a team project that involves a multimedia product 	<ul style="list-style-type: none"> develop strategies to make an effective transition from school to career

Units of Study:
Unit 1: The Electronic Workplace Environment
Unit 2: Applications Software
Unit 3: Electronic Communication
Unit 4: Teamwork
Unit 5: The Real World
Summative Tasks

Assessment & Evaluation:

Term Work: 70%	Final Summative: 30%
<ul style="list-style-type: none">• Unit Assignments	Summative Project 1 = 15%
<ul style="list-style-type: none">• Unit Quizzes	Summative Project 2 = 15%
<ul style="list-style-type: none">• Group/Class Activities	

Within each Curriculum Strand, the following Achievement Chart Categories will be used for individual evaluations: Knowledge/Understanding (30%), Thinking/Inquiry (20%), Communication (20%), Application (30%)

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 including the delivery of online content through D2L as well as multiple opportunities for learning through class/group activities, discussions and lectures.