

# Information and Communication Technology in Business

**Course Title:** Information and Communication Technology in Business

**Course Code:** BT10/20

**Grade:** 9 or 10

**Course Type:** Open

**Credit Value:** 1.0

**Prerequisites:** None

**Curriculum Document:** [Business Studies, Revised \(2006\)](#)

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**Department:** Business Studies

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## Teacher(s):

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## 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.

Unit Title and Description	Time Allocated
<p><b>Information and Communication Technology</b></p> <p>Technology is everywhere, and many people use it all day, every day. Despite this, many people do not understand how that technology works. What do you know about the technology you use? Do you know a CPU from a GPU? Memory from storage?</p> <p><i>In this unit, students will explore the history of computing and learn how we got to where we are today. Students will also learn how computers work and the components required for a fully functioning computer. They will gain an understanding of how computers connect with each other in our connected society. This unit will also discuss the best ways to use computers in life and in business.</i></p>	11 Hours
<p><b>Communication Modes</b></p> <p>Whether it's ordering food in a restaurant or checking on a family member, communication is the most important skill we can have in life. Businesses also rely on good communication. Being able to communicate in the correct way, using the most appropriate medium, is the key to success.</p>	8 Hours

<p><i>In this unit, students will explore the different ways that technology can be used to communicate with others and improve their understanding of the language they should be using as they interact with various audiences. Students will also learn the importance of safety and security in the digital realm and what they, as both employer and employee, should be aware of when using technological devices in their place of work.</i></p>	
<p><b>The Internet</b></p> <p>In this massively connected age in which we live, understanding how the internet works is knowledge often overlooked by many.</p> <p><i>In this unit, students will learn about the history of connecting computers and how those connections developed and evolved. Following that, students will find out more about the way the internet is provided to homes and business and the types of internet connections that are currently available. Knowing this will give students the edge you need when setting up their own business and choosing an internet connection and subscription.</i></p>	5 Hours
<p><b>Research</b></p> <p>The web is an enormous database filled with information that can be retrieved easily and quickly but it is important to understand how to recover the information that you want in a safe and legitimate way.</p> <p><i>In this unit, students will learn to identify electronic tools and features of a web browser that will aid in searching through the multitudes of information that can be found online. Students will learn how to accurately evaluate the content of a website and whether the substance in the information is valid and reliable. Finally, students will learn how to properly cite online sources which is a skill that is necessary when writing any form of academic, professional, or business document.</i></p>	8 Hours
<p><b>Websites in Business</b></p> <p>ICT is complex and can seem complicated to the general public but it has been proven that businesses can leverage their position with the use of an effective website.</p> <p><i>In this unit students will not only learn what an effective website looks like, but how to build one themselves.</i></p>	13 Hours
<p><b>Marketing in Business</b></p> <p><i>In this unit, students will learn how important successful advertising is. They will learn how influencing customers toward a specific brand or product can be used as a tool to increase sales, productivity, and longevity in a business. Using desktop publishing software, students will learn how to create eye-catching designs, develop electronic business presentations, and in turn, understand how to deliver those presentations to a specific audience in a confident and clear manner using the Plan, Prepare, Practice, and Perform model.</i></p>	12 Hours

<p><b>Business Documents</b></p> <p>Formatting and creating a business document may seem daunting. You may be wondering what a business document is. What are they used for? How do I write one? Precision, etiquette, editing, and formatting all are key elements that come into effect when you write business documents.</p> <p><i>In this unit, students will learn about various types of business documents and how to use word processing software to produce a well-written, effective business document. Students will also learn how working collaboratively with others can improve productivity and efficiency and they'll be introduced to spreadsheet software. Students will have a chance to show what they have learned by creating their own business document.</i></p>	<p>28 Hours</p>
<p><b>Privacy and Security in ICT</b></p> <p>The internet is an integral part of many people's work, home, and social life. As technology changes and advances, so does the risk of threat to your online safety. It is important to understand the security issues related to being in the online world.</p> <p><i>In this unit, students will learn about numerous security and safety issues related to the use of Internet and Communication technology. They will learn strategies to keep your information secure, and how internet safety laws are being increasingly developed and promoted in order to provide online protection.</i></p>	<p>6 Hours</p>
<p><b>Legal and Ethical Issues in ICT</b></p> <p>Information and Communications Technology is changing the way you work, socialize, create, and share information around the world. The magnitude of this is often underestimated. No one truly knows what further influence the internet will have on the globe. Access to the internet plays a major role on the benefits gained from the technical revolution that is involved in information communications technologies. As much as information technology is an integral part of our lives, it constantly faces ethical and legal challenges, and professionals and common internet users alike must know how to work through these challenges.</p> <p><i>In this unit, students will be introduced to challenges such as lack of privacy, computer crimes, accessibility, and the impacts of lack of access in localized communities.</i></p>	<p>10 Hours</p>
<p><b>A Purposeful Portfolio</b></p> <p>Information and Communication Technology is a broad term that covers a broad range of skill sets for individuals who hope to work in technology. ICT is a fast-growing field, and the demand for specialized employment opportunities is increasing. Careers in ICT fields include a variety of roles and tasks which require numerous skills and abilities.</p> <p><i>In this unit, students will be introduced to a variety of opportunities in the field of information technology, learn strategies to set them apart from other candidates in</i></p>	<p>4 Hours</p>

<p><i>an employment opportunity, and understand how developing and producing a portfolio can be beneficial in illustrating their experiences.</i></p>	
<p><b>Final Assessment</b></p> <p>This project is worth 30% of the final grade. Students will present a portfolio of newly created items or revised items created throughout the course. This provides students with a strong opportunity to implement feedback given to them throughout the course and demonstrate their knowledge of curriculum expectations.</p>	<p>5 Hours</p>

**Overall Curriculum Expectations**

**Digital Literacy**

1. Demonstrate an understanding of the terminology associated with information and communication technology
2. Demonstrate an understanding of the computer workstation environment
3. Manage electronic files and folders
4. Analyse options for accessing the internet
5. Apply effective techniques when conducting electronic research

**Productivity Software**

1. Use word processing software to create common business documents
2. Use spreadsheet software to perform a variety of tasks
3. Manage information, using database software

**Design Software**

1. Use presentation software to create and deliver effective presentations
2. Use desktop publishing software to create publications
3. Demonstrate an understanding of the uses and design of effective websites, and develop their own web pages

**Business Communications**

1. Demonstrate an understanding of the characteristics of effective business documents and communications
2. Use of appropriate technology to facilitate effective communication
3. Maintain a portfolio of exemplary work that illustrate their skills in information and communication technology, including the ability to create effective business communications

**Ethics and Issues in Information and Communication Technology**

1. Demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology
2. Analyse privacy and security issues relating to information and communication technology
3. Assess the impact of information and communication technology on personal health and the environment.

### **Resources Required:**

This course is entirely online and does not require nor rely on any textbook. The materials required for the course are:

- Access to voice recording or video recording tools (webcam, cellphone, etc.)
- Microsoft Excel or substitute
- Microsoft Word or substitute
- Microsoft PowerPoint or substitute
- Microsoft Access or substitute
- Microsoft Publisher or substitute

### **Teaching and Learning Strategies:**

Students learn best when they are engaged in a variety of ways of learning. Business studies courses lend themselves to a wide range of approaches in that they require students to discuss issues, solve problems using applications software, participate in business simulations, conduct research, think critically, work cooperatively, and make business decisions. When students are engaged in active and experiential learning strategies, they tend to retain knowledge for longer periods and to develop meaningful skills. Active and experiential learning strategies also enable students to apply their knowledge and skills to real-life issues and situations. Some of the teaching and learning strategies that are suitable to material taught in business studies are the use of case studies and simulations, teamwork, brainstorming, mind mapping, problem solving, decision making, independent research, personal reflection, seminar presentations, direct instruction, portfolios, and hands-on applications. In combination, such approaches promote the acquisition of knowledge, foster positive attitudes towards learning, and encourage students to become lifelong learners.

### **Assessment and Evaluation Strategies**

Every student attending Christian Virtual School is unique. We believe each student must have the opportunities to achieve success according to their own interests, abilities, and goals. Like the Ministry of Education, we have defined high expectations and standards for graduation, while introducing a range of options that allow students to learn in ways that suit them best and enable them to earn their diplomas. Christian Virtual School's Assessment, Evaluation, and Reporting Policy is based on seven fundamental principles, as outlined in the [Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools](#) document.

When these seven principles are fully understood and observed by all teachers, they guide the collection of meaningful information that helps inform instructional decisions, promote student engagement, and improve student learning. At Christian Virtual School, teachers use practices and procedures that:

- are fair, transparent, and equitable for all students;
- support all students, including those with special education needs, those who are learning English, and those who are First Nation, Métis, or Inuit;
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- are communicated clearly to students and parents or guardians at the beginning of the school year or course and at other appropriate points throughout the school year or course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement; and
- develop students' self-assessment skills to enable them to access their own learning, set specific goals, and plan next steps for their learning.

For more information on Christian Virtual School's assessment and evaluation strategies, you can refer to our [Assessment, Evaluation, and Reporting Policy](#).

### Program Planning Considerations

Each of our courses have been designed by a team of educators to create an environment infused with creativity, flexibility, choice, and variety, with the goal to help every student succeed. We also take into consideration several topics that span disciplines and ensure we incorporate these into each of our courses.

#### Program Planning Considerations

##### Students with Special Needs

Christian Virtual School is committed to ensuring that all students are provided with the learning opportunities and supports they require to succeed. Our courses are made to offer flexible, personalized learning experiences. By maintaining an asynchronous model, students can move through their courses at their own pace, ensuring they are able to take the time they need to understand concepts or work with their teacher if they hit roadblocks. Christian Virtual School courses also incorporate choice, allowing students to submit work in a variety of mediums or formats to communicate their ideas.

In addition to the flexibility built into the courses, Christian Virtual School will implement the accommodations that are listed in a student's Individual Education Plan (IEP) that are applicable to the online learning environment. In these cases, the learning expectations will be the same as or similar to the expectations outlined in the curriculum document but supports will be provided to help students achieve those expectations. Common accommodations in the environment are reducing the workload, simplifying tasks and materials, providing extra time for tests and exams, allowing scribing or the use of specialized equipment, and not deducting marks for spelling.

##### English Language Learners

Although all our courses are only offered in English at this time, Christian Virtual School welcomes students learning the English language. Students do need to meet a baseline proficiency level to access

the content, but Christian Virtual School teachers are responsible for helping students develop their English literacy skills no matter the course they are enrolled in.

Upon enrollment, students are asked if they would like to provide information about their English language background, and this information is used by our teachers to help them adjust their instruction and suggest accommodations within the courses. English language learners are encouraged to reach out to their teacher or the Christian Virtual School administration to talk about the accommodation options in their courses so that the appropriate opportunities are given to everyone.

### **Environmental Education**

Christian Virtual School operates with 5 core values: responsibility, perseverance, integrity, compassion, and community. These core values determine our business operations, as well as exemplify what we, as educators, want to instill in our students. Environmental education, among other causes, are important to us as a school and we strive to promote learning about these issues and solutions within our courses. We work to educate students on the environment, its threats, and the importance of sustainability. We also work to inspire students to make an impact within their community and identify an alignment between their passions and the local, or global, needs.

Environmental education is woven throughout our course content, across all disciplines. Depending on the course and subject matter, this education can be subtle or explicit, but the goal is to ensure that students have the opportunity to acquire the knowledge, skills, perspective and practices needed to become an environmentally literate citizen.

### **Equity and Inclusive Education**

Christian Virtual School stands on the belief that every person is unique and, regardless of ancestry, culture, ethnicity, sex, physical or intellectual ability, race, religion, sexual orientation, socio-economic status, or other similar factor, they are to be welcomed, included, accepted, treated fairly, and respected. As a school, we teach students about multiple worldviews, how to identify and acknowledge similarities and differences, and how to communicate with others in an inclusive, kind, loving, and compassionate way.

Diversity is valued at Christian Virtual School, and it is our goal to ensure all members of the community feel safe, comfortable, and accepted. Our courses are written to draw attention to the contributions of men and woman alike, the different perspectives of various cultural, religious, and racial communities, and the beliefs and practices of First Nations, Métis, and Inuit peoples, to showcase a wide range of backgrounds and allow all of our students to see themselves reflected in the curriculum.

As a school, we see and recognize the diversity of families, children, and people in the world in need of Christ's love. We work every day to spread the love and acceptance of Christ.

### **Financial Literacy Education**

Whenever possible, Christian Virtual School emphasizes the importance of financial literacy. Making financial decisions has become an increasingly complex task, and students need to have knowledge in many areas and a wide range of skills in order to make informed decisions about financial matters. In addition to the concrete skills of numeracy and finances from a mathematical point of view, students need to develop an understanding of the economic forces and ways in which they can respond to those influences.

Lessons that promote skill building in problem solving, inquiry, research, decision making, reflection, and critical thinking are present throughout Christian Virtual School courses. The goal is to help students acquire the knowledge and skills required to understand their own finances, as well as to develop an understanding of local and global effects of world economic forces and the social, environmental, and ethical implications of their own choices.

### **The Role of Information and Communication Technology**

Technology is rapidly changing, and the requirements for literacy in technology is growing just as quickly. Students entering the workforce are expected to have a firm grasp of information and communication technologies and be skilled their use.

Due to the nature of Christian Virtual School courses, students are exposed to a wide range of technologies to both facilitate and communicate their learning. As a result, students will develop transferable skills through their experience with word processing, information processing, internet research, presentation software, communication tools, and more.

### **Career Education**

Opportunities are present throughout Christian Virtual School courses to explore careers related to the different disciplines and subject areas. Students are exposed to a wide variety of modern careers, fields of study, and employment opportunities.

In addition, teachers are available to help the student prepare for employment in a number of diverse areas. With the help of teachers, students will learn to set and achieve goals and gain experience in making meaningful decisions concerning career choices. The skills, knowledge, and creativity that students acquire through our course are essential for a wide range of careers.

### **Health and Safety**

In order to provide a suitable learning environment for the Christian Virtual School staff and students, it is critical that the courses and the learning environment complies with relevant federal, provincial, and municipal health and safety legislation and by-laws, including, but not limited to, the Workplace Safety and Insurance Act, the Workplace Hazardous Materials Information System (WHMIS), the Food and Drug Act, the Health Protection and Promotion Act, the Ontario Building Code, and the Occupational Health and Safety Act (OHSA).

Consideration of students' health and safety is taken when planning activities, investigations, and experiments for our courses to ensure that proper safety precautions are communicated to and attainable for students.