

Henry Street High School

BTA 301

Information and Communication Technology, Grade 11, Open

COURSE OUTLINE

COURSE DESCRIPTION

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

UNITS OF STUDY

UNIT 1 – Digital Literacy

UNIT 2 – Productivity Software

UNIT 3 – Business Communications

UNIT 4 – E-Business

UNIT 5 – Information and Communication Technology Ethics and Issues

ASSESSMENT AND EVALUATION

EVALUATION:

Term – 70%

- Term marks will be based tests, quizzes, projects, presentations, and day to day assignments

Summative - 30%

- Final Written Exam/Project