

Henry Street High School

BTT 101

Information and Communication Technology, Grade 9, Open Level

COURSE OUTLINE

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.

UNITS OF STUDY

UNIT 1 – Digital Literacy

UNIT 2 – Productivity Software

UNIT 3 – Design Software

UNIT 4 – Business Communications

UNIT 5 – Ethics and Issues in Information and Communication
Technology

ASSESSMENT AND EVALUATION

Term Work: 70%

- ❖ Tests and Quizzes
- ❖ Class Assignments and Project

Final Evaluation: 30 %

- ❖ Final Summative Project