

# Course Outline

Cornwall Collegiate and Vocational School

## 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.

**Teacher:**

Mr. Nigel  
Carlisle

**Course Code:**  
BTA30

**Classroom:** 109

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### UNIT 1

Applications

In this unit we will look at the different applications available to us and how to use them

2

### UNIT 2

Digital Literacy & Website

In this unit we will look at digital literacy and how to create a website using a host site

3

### UNIT 3

Spreadsheets & Databases

In this unit we will look at the creation and management of a database

4

### UNIT 4

Electronic Research & Internet

In this unit we will take an in-depth look at using the internet as a research tool

5

### UNIT 5

Career Exploration

In this unit we will explore careers available to us with a focus on Communications

6

### UNIT 6

E-Business

In this unit we will create all digital and print media items for a business

## Overall Expectations

By the end of this course students will...

- ☑ Describe the computer work station environment, using proper terminology
- ☑ Apply appropriate strategies when organizing and managing electronic files and folders
- ☑ Demonstrate effective use of tools and techniques of electronic research
- ☑ Demonstrate the use of advanced features of word processing software to produce common business documents
- ☑ Demonstrate the ability to use advanced features of spreadsheet software to perform a variety of tasks
- ☑ Manage information, using database software
- ☑ Demonstrate the ability to use the features of a variety of design software applications to perform specific tasks
- ☑ Communicate using accepted business standards and formats
- ☑ Demonstrate effective use of electronic communication tools;
- ☑ Create a digital portfolio illustrating their information and communication technology competencies and skills
- ☑ Demonstrate an understanding of e-business concepts and operations
- ☑ Evaluate the impact of e-business
- ☑ Design and create an e-business website for a target audience
- ☑ Demonstrate an understanding of the legal, social, and ethical issues related to information and communication technology
- ☑ Analyse privacy and security issues related to conducting business electronically
- ☑ Summarize health and environmental issues related to the use of information and communication technology

## CLASSROOM EXPECTATIONS

- ✓ Come to class on time and be prepared and willing to actively participate in every lesson.
- ✓ Treat others with respect and courtesy.
- ✓ Ask the teacher for extra help if needed.
- ✓ Take the initiative, be a team player, co-operative with peers, complete homework, and make your best effort.
- ✓ A focus on student project-driven teams, learning and innovating to solve challenging problems and come up with working solutions, while gaining new knowledge, skills, experiences, and understanding of this field area.
- ✓ Bring a 3-ring binder with paper, pen, pencil, ruler, calculator, and safety glasses
- ✓ Hand all work in, to Instructor with last initial, first name, date, and a topic/title whether in paper or electronic format.