

BTT10 – COURSE OVERVIEW

Description: BTT10 is a general business course designed to give a foundation to all other Information Technology courses at Nepean. It covers the basic tools and software that will allow students to competently use computers in a variety of settings throughout their academic careers.

Course Outline: The course is divided into 4 main sections.

1. Introduction to Information Technology & Ethics
2. The Power and Use of Visual Application Software
3. Electronic Communication Tools within Business & Presenting with Pizzazz
4. Basic Business Knowledge/Design Process/Proposal Writing & Website Design

Course Evaluation: The following is a breakdown of how the course will be evaluated:

A. Ongoing Assessment and Evaluation 70% (see below for details per unit)	
Knowledge and Understanding 15% Items include: <ul style="list-style-type: none"> • tests • quizzes 	Thinking/Inquiry 15% Items include: <ul style="list-style-type: none"> • tests • quizzes • lab work
Communication 20 % Items include: <ul style="list-style-type: none"> • presentations • class work • assignments • projects 	Application 20% Items include: <ul style="list-style-type: none"> • presentations • class work • assignments • projects
B. Final Evaluation 30%	
Formal examination (written)	5%
Final Project	20%
Final Project - Reference Manual of Information Technology Terminology	5%

A SPECIAL NOTICE REGARDING EVALUATIONS: Teachers may have difficulty evaluating a student who is absent, and may require extra work to establish an accurate measure of achievement. If the student fails to complete this extra work, he/she will receive an “Incomplete” as a final grade for the course.

No more than twice per course, late assignments will be accepted up to three days late with no penalty.

Students who skip a test or miss a test without a legitimate reason will receive a grade of “0”.

Course Expectations:

It is expected the *student* in this course:

1. Arrives on time each day, ready to work with all the necessary materials
2. Accomplishes all assigned work in the lab time given
3. Researches any extra information at home or during lunch time
4. Respects the physical cleanliness of the labs: therefore NO food, drink or bags.
5. Does NOT bring any portable music devices or headphones to the lab unless requested by the teacher.

It is expected that *parents* take an active interest in the student’s progress by:

1. Attending parent-teacher nights
2. Communicating through occasional emails or phone calls
3. Ask any questions regarding the course at the beginning of the term

General Course Information:

Each student will receive a *work area* on the school network in which to receive

- daily lesson plans
- needed resources
- announcements

and to

- store personal work