

Information and Communication Technology in Business, Grade 9 or 10, Open (BTT10, BTT20)

A. Digital Literacy

1. Define key terms associated with information and communication technology (e.g., intranet, URL, hardware, spam, web browser);
2. Demonstrate efficient use of a computer workstation (e.g., proper keyboarding technique, correct posture).
3. Apply appropriate conventions when naming files and folders;
4. Use the features of a web browser (e.g., favourites/bookmarks, history, refresh/reload, print preview) to facilitate electronic research;

B. Productivity Software

1. Perform word processing tasks (e.g., create, save, update, print), using common software features (e.g., formatting, page setup, editing, language tools, graphic tools, hyperlinks);
2. Input, organize, and format data in a spreadsheet;
3. Use formulas and functions (e.g., sum, average, minimum, maximum) to perform specific spreadsheet tasks;

C. Design Software

1. Identify guidelines for designing an effective electronic presentation (e.g., colour schemes, font size, slide content);
2. Create electronic presentations for specific purposes and audiences;
3. Compare the purposes (e.g., to promote a business, to market products, to provide information) and target audiences of a variety of websites;
4. Identify guidelines for developing effective websites (e.g., guidelines on design, technical requirements, appropriate language, and inclusive images);
5. Design and create web pages for specific purposes and audiences.

D. Ethics and Issues in Information and Communication Technology

1. Describe an ergonomically correct work environment;

