

Intro to Information Technology – BTT 101

EXAM/FINAL CULMINATING TASK

Weight: 30%

Learning Objectives:

- Demonstrate a variety skills learned throughout the year
- Digital Literacy
- Use a variety of software application skills to create a final culminating

Real World Application:

- Preparing a sample business promotion using software applications that are used in the industry

TASK

You're a young entrepreneur ready to enter the work force. Your task is to create a business. For your culminating activity in BTT you will be incorporating all the skills and knowledge you have acquired over the school year into a 'real world' business proposition – the 'launch' of a new business.

STEP 1 – MS WORD

Using the business plan template found on the course website, fill it out for your company. All headings must be completed

STEP 2 – EXCEL

Create a sample budget and payroll using excel. Follow the instructions and create 3 different sheets

STEP 3 – POWERPOINT

Using PowerPoint, create a presentation that highlights the key points to your business.

STEP 4 – WEBSITE

Create a website for your company using HTML and CSS.

STEP 5 – REFLECTION

In a Microsoft word document, you will write a reflection about work you've done this year.

Mark breakdown

Description	Total Marks	Your Mark
Step 1- Business Plan - Complete - Information & Content	5 5	
Step 2 – Spreadsheet - Correct Formula's - Layout & Organization - Appearance - Information & Content	5 5 5 5	
Step 3 – Presentation - Layout & Organization - Presentation Information, Transitions, and Appearance	5 5	
Step 4 – Website - Design Appearance - Ease of Use - Content and Information - Use of CSS functions	5 5 5 5	
Step 5 – Reflection - Quality of answers (content, language, effort)	10	