



# ST. THOMAS AQUINAS SECONDARY SCHOOL

25 Corporation Drive  
Brampton ON, L6S 6A2  
Phone: 905.791.1195

## COURSE OUTLINE

<b>Department Name:</b>	Business & Computer Studies
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<b>Course Name:</b>	Information and Communication Technology: The Digital Environment
<b>Course Code and Section:</b>	BTA 3O1

<b>Course Description:</b>	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 post-secondary studies.
<b>Strands/ Units:</b>	<u>Digital Literacy</u> : The Computer Workstation, File Management, The Internet, Electronic Research <u>Productivity Software</u> (PS): Word Processing (Microsoft Word), Spreadsheet (Microsoft Excel), Database (Microsoft Access) <u>Design Software</u> : Presentations, Desktop Publishing, Web Page Management <u>Business Communications</u> : Business Communications Standards, Electronic Communication, Portfolio (Culminating Activity) <u>Ethics &amp; Issues in ICT</u> : Legal, Social and Ethical Issues, Privacy and Security Issues, Health and Environmental Issues

This course helps students to meet the Ontario Catholic School Graduate Expectations by promoting effective communication, decision-making, problem-solving, time and resource management skills.

### Assessment and Evaluation:

Category Weightings	Weight
Knowledge/Understanding	25%
Thinking	20%
Application	35%
Communication	20%

Final Summative Assessments	Grade Distribution
Term Work	70%
Course Culminating	10%
Exam	20%