



ST. THOMAS AQUINAS SECONDARY SCHOOL

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We believe that each one, created in the image and likeness of God, is called by name into the Dufferin-Peel community to realize the Ontario Catholic School Graduation Expectations to the fullest extent possible as we all journey from the early years to vocation.

COURSE OUTLINE

Department Name:	Business Studies
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Course Name:	Information and Communication Technology
Course Code and Section:	BTT 101/201

Course Description:	This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.
Strands/ Units:	<u>Digital Literacy</u> – The Computer Workstation, Terminology, File Management, The Internet, Electronic Research <u>Productive Software</u> – Word Processing, Spreadsheet, Database <u>Design Software</u> – Presentations, Desktop Publishing <u>Business Communications</u> – Business Communications Standards, Electronic Communication, Portfolio <u>Ethics & 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	30%
Thinking	20%
Application	30%
Communication	20%

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