



**St. Joseph Secondary School
Department of Business and Co-op**

Course Code: BTT 101
Course Name: Introduction to
Information and
Communication and Technology
Level: Open

Student's Name: _____

Textbook #: _____

Overall Course Expectations and/or Curriculum Strands:

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.

Ontario Catholic School Graduate Expectations (Vision of the Learner):

The graduate is expected to be:

- 1. A discerning believer**
- 2. An effective communicator**
- 3. A reflective, creative and holistic thinker**
- 4. A self-directed, responsible, lifelong learner**
- 5. A collaborative contributor**
- 6. A caring family member**
- 7. A responsible citizen**

Efforts will be made to meet the individual learning needs of students to promote student success with respect to meeting the expectations of this course.

My signature below indicates that I have read the Course Handout, and I am in agreement with its contents.

Parent's/Guardian's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Units of Study:

Unit 1: Digital Literacy
Unit 2: Productivity Software
Unit 3: Design Software
Unit 4: Business Communications
Unit 5: Ethics & Issues in Information & Communication Tech.
Unit 6: CPT

Resources:

The course will use a variety of resources which will be distributed to students during the first week of the course. The text and all other resources assigned to each student are the responsibility of the student.

Resources for this course include:

Textbook: Business Technology Today
Janice Lynn Ellerby; Laura Elizabeth Pinto; Kara L. Hiltz

Any damage incurred will result in payment for replacement.

Cost= \$60

Evaluation Policies

1. Student marks will be determined by evaluating process & product according to 4 categories (see below) & 4 levels of the Achievement Chart as found in the Ministry Policy document for Business Department.

Evaluation Structure:

Knowledge	30%
Application	30%
Communication	20%
Thinking	20%

Term Evaluations = 70% of the final mark and Summative Evaluation = 30% of the final mark. Final Evaluations will include: (itemize; e.g. Final examination = 20% & Culminating Performance Task = 10%)

2. Feedback will also be provided for student **learning skills:** Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation are assessed apart from student achievement in the four categories outlined above and will conform to the coding:

E – Excellent G – Good S – Satisfactory N - Needs Improvement

3. **Assignments** submitted after the due date established by the teacher will receive a penalty **in accordance with our Board Assessment & Evaluation Policy Document** as outlined in the student agenda.
4. Should a student miss an evaluation due to a legitimate absence, **in accordance with our Board A&E Policy Document**, the student and teacher will make arrangements to address the missed evaluation in a timely manner. In the cases of **extended vacation** or **prolonged absence**, consultation with the appropriate administrator is required.
5. In the event that the student does not make up the missed evaluation(s), a zero may be assigned. If it is determined that the evaluation(s) has/have been missed as a result of a skip/truancy or has/have been plagiarized, a zero may be assigned.
6. For all other cases of absence and/or missed evaluations (including absence during the final examination period), please refer to our Board A&E Policy as outlined in the student agenda.

St. Joseph – Pray for Us and May God bless your efforts this semester!