

# HOLY TRINITY CATHOLIC SECONDARY SCHOOL

## COURSE OUTLINE



**Name of Course/Course Code:** Information and Communication Technology/BTT10

**Course Prerequisite:** None

### **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.

### **Catholic Graduate Expectations:**

The purpose of the Information Technology Applications in Business course in the Catholic faith community is to enable young adults to develop and utilize their gifts and resources to find solutions and implement technology in a way that models Gospel values. The focus of the curriculum is to enable students to become critical and innovative problem solvers who question the use of resources and understand the implications of technological innovations. An emphasis on process as well as results ensures that students apply skills and knowledge to provide services that recognize our God-given responsibility to respect the dignity and value of the individual and the protection of the environment.

### **Units of Study**

|        |   |
|--------|---|
| Unit 1 | <b>Digital Literacy</b>                                   |
| Unit 2 | <b>Productivity Software</b>                              |
| Unit 3 | <b>Design Software</b>                                    |
| Unit 4 | <b>Business Communications</b>                            |
| Unit 5 | <b>Ethics in Information and Communication Technology</b> |

## Evaluation

|                         |                         |
|-------------------------|-------------------------|
| 70%                     | 30%                     |
| Knowledge/Understanding | Culminating Task<br>20% |
| Thinking/Inquiry        |                         |
| Communication           | Exam<br>10%             |
| Application             |                         |

## Course Resources Required:

**All materials for this course will be provided in class.**

For a detailed course description of this course, please visit  
<https://www.edu.gov.on.ca/eng/curriculum/secondary>