



Fr. Michael Goetz Secondary School COURSE OUTLINE

COURSE: Information and Communication Technology in Business

Code: BTT101/201

Grades: 9 or 10

TEXT: Keyboarding Connections

Replacement cost: \$72

UNITS OF STUDY

1. Information and Issues in the Electronic Age
2. Productivity Tool: Utilizing the Power of Word Processing Software
3. Knowledge Management: Accessing the Global Network of Information
4. Calculation Tool: Utilizing the Power of Spreadsheet Software
5. Information Management Tool: Utilizing Power of Database Software
6. Presentation Tool: Utilizing the Power of Slideshow Software

EVALUATION

Knowledge/ Understanding	30%
Thinking/Inquiry	20%
Communication	20%
Application	30%
TOTAL	100%

Course work	70%
Final Exam	20%
CPT	10%

MISSED QUIZ, TEST, ASSIGNMENT, POLICY See student Agenda pp12-13

ASSESSMENT AND EVALUATION POLICY See Student Agenda

HOMEWORK POLICY See Student Agenda

CLASSROOM EXPECTATIONS / ROUTINES