



Fr. Michael Goetz Secondary School COURSE OUTLINE

COURSE: Gr.11 Information Technology Applications in Business Code: BTA301

**TEXT: Business Connections
Replacement cost: \$80**

UNITS OF STUDY

1. Digital Literacy
2. Productivity Software
3. Business Communications
4. E-Business
5. Information and Communication Technology Ethics and Issues

EVALUATION

Knowledge/ Understanding	25%
Thinking/Inquiry	25%
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