



Cardinal Leger 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 Graduate Expectations to the fullest extent possible as we all journey from the early years to vocation.

COURSE OUTLINE

Department:	Business and Technology Department
Course:	Information Technology Computer Science
Course Code:	BTT 101

Common Course Calendar	Course Description:	
	<p>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.</p> <p>This course will help students address the Ontario Catholic Graduate Expectation that they become effective communicators who use and integrate the Catholic faith tradition in a critical analysis of the arts, media, technology and information systems.</p>	
Ministry/ICE Curriculum Documents	Strand/Unit Title	Corresponding Catholic Graduate Expectation Indicators for each Strand/Unit
	<p>Digital Literacy</p> <ul style="list-style-type: none"> • Demonstrate an understanding of terminology associated with information and communication technology • Demonstrate an understanding of the computer workstation environment • Manage electronic files and folders • Analyze options for accessing the Internet • Apply effective techniques when conducting electronic research <p>Productivity Software</p> <ul style="list-style-type: none"> • Use word processing software to create common business documents • Use spreadsheet software to perform a variety of tasks • Manage information, using database software <p>Design Software</p> <ul style="list-style-type: none"> • Use presentation software to create and deliver effective presentations • Use desktop publishing software to create publications • Demonstrate an understanding of t 	<p>CGE2e</p> <p>CGE2b</p> <p>CGE4f</p> <p>CGE2b</p> <p>CGE4f</p> <p>CGE3c</p> <p>CGE4f</p> <p>CGE2e</p> <p>CGE4f</p> <p>CGE2b</p> <p>CGE4c</p>

	<p>uses and design of effective websites and develop their own web pages</p> <p>Business Communications</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the characteristics of effective business documents and communications • Use appropriate technology to facilitate effective communication • Maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including the ability to create effective business communications <p>Ethics and Issues in Information Technology & Communication Technology</p> <ul style="list-style-type: none"> • Demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology • Analyze privacy and security issues relating to information and communication technology • Assess the impact of information and communication technology on personal health and the environment 	<p>CGE4f</p> <p>CGE3c</p> <p>CGE3f</p> <p>CGE7i</p> <p>CGE5e</p> <p>CGE7j</p>
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Assessment and Evaluation:

Category Weightings	Weight %
Knowledge/Understanding	30
Thinking	20
Application	30
Communication	20

Final Summative Assessments	Overall Weighting
Term Work	70 %
Course Culminating	20 %
Exam	10 %

Learning Skills and Work Habits

E= excellent G= good S=satisfactory N= needs improvement

Responsibility	<ul style="list-style-type: none"> • fulfills responsibility and commitments • takes responsibility for and manages own behavior • completes and submits class work, homework, and assignments according to agreed-upon timelines
Organization	<ul style="list-style-type: none"> • devises and follows a plan and process for completing tasks • establishes priorities and manages time • identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks
Independent Work	<ul style="list-style-type: none"> • independently monitors, assesses, and revises plans to complete and meet goals • uses class time appropriately to complete tasks • follows instructions with minimal supervision
Collaboration	<ul style="list-style-type: none"> • accepts various roles and an equitable share work in a group • builds healthy peer-to-peer relationships • responds positively to the ideas, opinions, values, and traditions of others
Initiative	<ul style="list-style-type: none"> • Looks for and acts on new ideas and opportunities • Approaches new tasks with a positive attitude
Self-Regulation	<ul style="list-style-type: none"> • Sets own goals and monitors progress towards achieving them • Seeks clarification or assistance when needed

Missed/Late/Incomplete Assignments

It is the student's responsibility to address missed, late, or incomplete assignments. Students are expected to complete assignments and to adhere to assignment deadlines as follows.

DUE DATE	10% PENALTY	CLOSURE DATE
A due date is set by teacher	1 school day late -3% 2 school days late – 6% 3 school days late – 10% Maximum penalty of 10%	Once the closure date has passed, work is considered incomplete and a mark of zero applies.

Parent Signature _____ Student Signature _____