

# BUSINESS STUDIES

ST. JOSEPH S.S.



COURSE INFORMATION

BTA 301

INFORMATION COMMUNICATION TECHNOLOGY:  
THE DIGITAL ENVIRONMENT

EARN A BUSINESS CERTIFICATE



## INFORMATION COMMUNICATION TECHNOLOGY: THE DIGITAL ENVIRONMENT Grade 11, Open (BTA 301)

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

### COURSE OVERVIEW

#### Digital Literacy

- The Computer Workstation
- File Management
- Electronic Research

#### Productivity Software

- Word Processing
- Spreadsheet
- Database
- Design Software

#### E-Business

- E-Business Concepts
- Impact of E-Business
- E-Business Website



#### Business Communications

- Business Communication Standards
- Electronic Communication
- Digital Portfolio

#### Ethics

- Legal and Social Issues
- Privacy and Security Issues
- Health and Environmental Issues

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EDUCATION THAT'S REFRESHING