

# BUSINESS STUDIES

ST. JOSEPH S.S.



COURSE INFORMATION

BTT 101

INFORMATION COMMUNICATION TECHNOLOGY IN BUSINESS

EARN A BUSINESS CERTIFICATE



## INFORMATION COMMUNICATION TECHNOLOGY IN BUSINESS Grade 9, Open (BTT 101)

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.

### COURSE OVERVIEW

#### Digital Literacy

- The Computer Workstation
- The Internet
- Electronic Research

#### Productivity Software

- Word Processing
- Spreadsheet
- Database

#### Design Software

- Presentations
- Desktop Publishing
- Web Page Development



#### Business Communications

- Business Communication Standards
- Electronic Communication
- Portfolio

#### Ethics

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

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EDUCATION THAT'S REFRESHING