

BUSINESS STUDIES

BTT10, BTT20: Information and Communication Technology in Business, Grade 9 or 10, Open

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, communication skills, and current issues related to the impact of information and communication technology.