ANCASTER BUSINESS DEPARTMENT

THE TOP TEN REASONS TO TAKE BTT 101

GRADE 9
INTRODUCTION TO COMPUTERS

BUSINESS COURSES OFFERED

Introduction to Information Technology in Business
Grade 9 (BTT 1O)

Introduction to Business
Grade 10 (BBI 1O)

Introduction to Computer Studies
Grade10 (ICS 2O)

Information Technology Applications in Business
Grade11 (BTA 3O)

Information Technology Applications in Business
Grade12 (BTX 4C)

Introduction to Computer Science
Grade11 (ICS 3U)

Computer Science
Grade12 (ICS 4U)

Introduction to Financial Accounting
Grade11 (BAF 3M)

Accounting
Grade12 (BAT 4M)

The Individual and the Economy
Grade11 (CIE 3M)

Analyzing Current Economic Issues
Grade12 (CIA 4U)

Understanding Canadian Law
Grade11 (CLU 3M)

Canadian and International Law
Grade12 (CLN 4U)

1. You will learn how to create professional slide show presentations that you can use in all of your high school courses.

2. You will learn the proper format for scholarly essays and reports, and how to properly document sources to avoid plagiarism.

3. You will learn how to create and maintain a web page.

4. You will learn how to create and maintain a database.

5. You will learn how to use a spreadsheet to analyze data and create corresponding graphs.

6. You will create a professional looking resume and cover letter to help you get your first job.

7. You will learn how to use all of the components of the Microsoft Office package being used in industry today.

8. You will learn how to develop a complete business plan and illustrate it with appropriate documentation (customer database, forecast, advertising material, financial information).

9. Colleges and Universities are considering making a computer course a prerequisite for admission to many programs. You will be prepared.

10. Computer literacy in the 21st century is not optional!!!!!

http://fcinternet.hwdsb.on.ca/~ancasterweb