

Richmond Green Business

Introduction to Information Technology BTT10 – Grade 9



Course Overview

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy necessary for success in a technology 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.

Specific programs the students will learn:

- MS Word
- MS Access
- MS PowerPoint
- MS Excel
- Publisher
- Dreamweaver

A sample of what the students will create:

- Professionally created and referenced reports
- Business surveys
- Webpage
- Website
- Brochures
- Number analysis
- Posters
- Advertisements
- Logos
- Manipulated images
- Summary reports from databases
- Business forms
- Professional business presentations
- Graphs and tables from data

Business skills that students will acquire:

- Solid working knowledge of software and hardware
- Presentation skills
- Business writing skills
- Digital Literacy
- Business Ethics
- Teamwork skills
- Marketing and selling skills
- Creative problem solving skills