

Malvern Collegiate Institute

BTT101 - Information & Communication Technology in Business

Course Overview

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

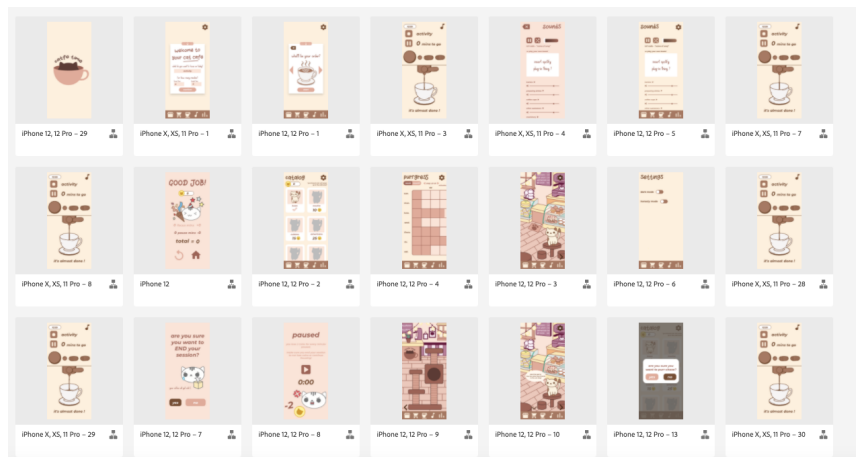


Units of Study

- Digital Literacy
- Software Exploration
- Business Communication
- Ethics and Issues in ICT

Sample Assignments

- Hardware Exploration, Software Exploration, Presentation Skills, Digital Marketing, Networking Corporate Office, Event Planning, Logo Design, Budgeting, Web Design, Prototyping Applications, User Interface and User Experience Intro.



Experiential Learning Department Course Offerings

