

BTX4E

Information & Communication Technology in the Workplace

This course provides students with the opportunity to further develop essential workplace skills in information and communication technology while working in a team environment. Using a project-based approach, students will focus on integrating software applications and applying multimedia software features. Students will expand their understanding of electronic business and e-commerce environments and workplace ethics. This course will prepare students for a successful transition from secondary school to the workplace.

Topics:

- The Electronic Workplace Environment
- Application Software
- Electronic communications and Teamwork
- Preparation for Employment



For more information, see a Business Studies Teacher