



Course Information Sheet

Course Title Information & Communication Technology

Course Code BTA300

What do you do in this course?	What you do NOT do in this course.
<ul style="list-style-type: none"> • Develop Web Design and Information Technology skills • Learn about the information technology work environment, • use industry-standard software such as Photoshop, Dreamweaver and Flash, • conduct electronic research, investigate electronic business, and explore occupations and postsecondary programs that require information technology skills. • Discuss current trends affecting the world of business technology. • Develop a variety of skills used in today's business world including oral communication skills via class presentations (both group and independent) 	

Recommended knowledge/skills for successful completion
<ul style="list-style-type: none"> • Ability to follow written and verbal instructions • Time-management, leadership and communication skills • Ability to work well (be responsible and accountable) both independently and in group situations • Teamwork and collaboration skills • Solid research and analysis skills • Attention to detail • Apply both critical thinking and problem-solving skills • An interest in how business is conducted in both Canada and in countries around the world

<u>Other (e.g. homework commitment)</u>
<ul style="list-style-type: none"> • Homework is typically made up of work not completed in class or assignment completion • Access to computers and internet required--not all assignments require this access, but some do. Students who do not have access to computers at home should be prepared to use the computer facilities at school to complete their work. • Test preparation

Please note: This form will assist students/parents in selecting courses that reflect the aptitudes and interests of the student. Be sure to check the common course calendar for a required prerequisite.