

**Business App Solutions, Grade 9 - Open
BTT 100**

Are you ready for the 21st century? Students will work individually and collaboratively to prepare their business communication skills for any future course or career path they choose. Students will learn how to present with confidence, and how to protect their online footprint, identity and keep their information safe. Through the hands-on use of word processing, spreadsheets and presentation software students will learn to create effective reports, graphs, research, multimedia presentations, posters and websites. These skills will be used in other courses and are a great way to prepare students for post-secondary studies and the workplace.

Prerequisite: None