



# Grade 9 Business

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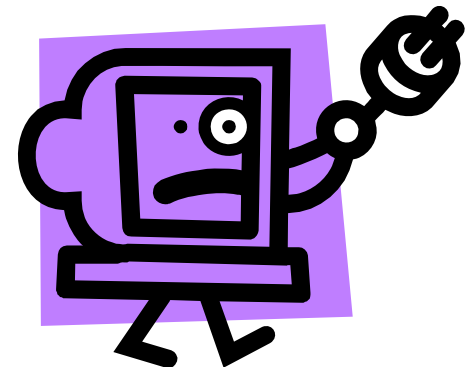
Learning the skills you need  
to be successful in school  
and in business



# Business Curriculum Units

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1. Business Issues
2. Digital Literacy
3. Design Software
4. Productivity Software





# Unit 1: Business Issues

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- Ethics
  - Plagiarism, Copyright, Trademarks
- Computer Security
  - Viruses, Firewalls, Phishing
- Ergonomics
  - Proper workstation, CTS



# Unit 2: Digital Literacy

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- Infrastructure
  - Shopping for a Computer
- Networks
  - Sharing Information
- Internet
  - Tips for Searching
- Email
  - Netiquette



# Unit 3: Design Software

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- Electronic Presentations
  - Powerpoint
- Desktop publishing
  - Brochures, Flyers
- Web design
  - Layout ideas and Designs



# Unit 4: Productivity Software

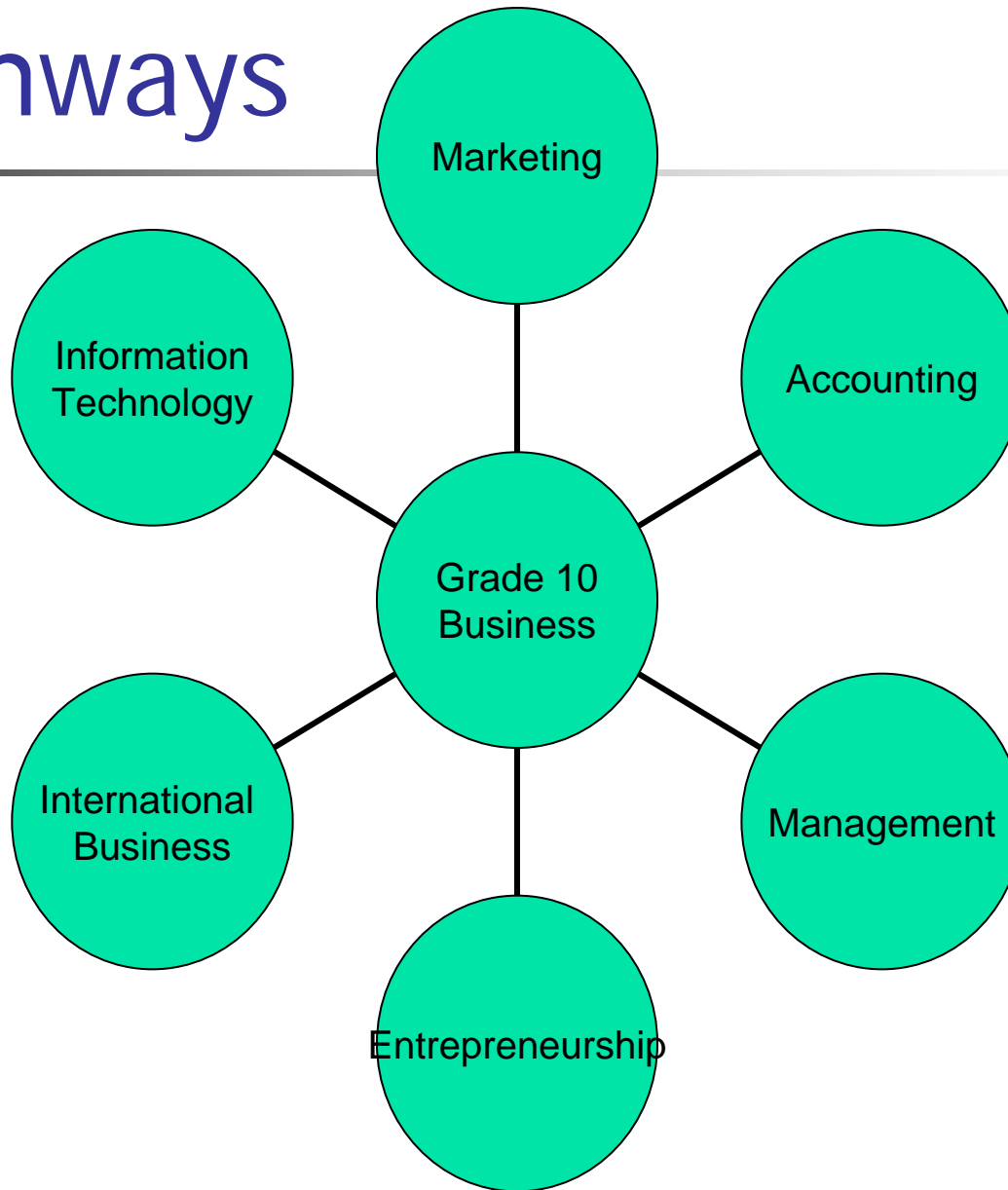
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- Word Processing
  - Business letters, Memos, Reports
- Spreadsheets
  - Budgets and Invoices
- Data bases
  - Record keeping, Queries



# Pathways

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# Business Certificate

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- Complete 5+ Business Courses
- Why?
  - Add to University & College applications
  - Looks great on resume when job hunting
  - Knowledge to help you succeed in business
- Start with Grade 9 Business
  - BTT100



Questions?

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Contact the Business Department  
Ext. 415