

Business Courses

STUDENT'S QUOTES

These are some quotes from students who have completed this course:

- "I really enjoyed this course because I learned about functions, in programs I used daily, that I didn't know existed!" -Tooba A
- "My favorite unit was Infrastructure because, not only did I learn about the hardware which makes up the computer, I learned how to buy a computer!" -Zara K
- "Networks was by far the most interesting unit because we are in a network and we use one all the time- the internet!- and now I understand how they work!" -Anam. K
- "I enjoyed learning about databases because we were taught using Microsoft Access, which I have never used before!" -Erica T

	Grade 9	Grade 10	Grade 11	Grade 12
Accounting		BBI 20*	BAF 3M*	BAT 4M*
			BAI 3E	BAN 4E
Marketing			BMI 3C*	
			BMX 3E	
Entrepreneurship			BDI 3C	BDV 4C
			BDP 30	
Management				BOH4M*
				BOG 4E
International Business				BBB 4M*
				BBB 4E
Information Technology	BTT 10*		BTA 30*	BTX 4C
				BTX 4E

* Denotes courses being offered in 2008 - 2009 school year.

STEPHEN LEWIS
SECONDARY SCHOOL

BUSINESS STUDIES: GRADE 9



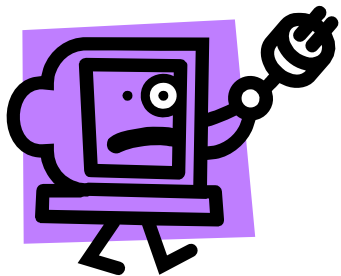
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SECONDARY SCHOOL

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BROCHURE MADE BY:
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 Grade 9 Business Class
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WHAT YOU WILL LEARN

In this course, you will learn how to effectively use business applications. There will be notes, which will help you through your tasks step-by-step and a lot of learning will be done on the computer. You will also learn how to independently complete the work, although there will always be a teacher to assist you with any problems. You will be assessed at the end of each unit, and there will be various quizzes throughout the course.



UNITS:

Ethics

Talks about work ethic, your rights, the law and what is “right” and “wrong”.

Ergonomics

You will discuss what ergonomics is (the study of how the workplace affects the individual), and how you can become more ergonomically correct.

Word Processing

Using Microsoft Word, you will learn how to make proper resumes, reports, and memos. You will also learn many new functions.

Spreadsheets

Using Microsoft Excel, you will make spreadsheets and will learn how to use calculations and functions. You will also learn how to make professional graphs.

Databases

Using Microsoft Access, you will make databases, transform them into reports, and learn how to do queries.

Infrastructure

You will learn the computer, inside and out! We will talk about different components of the computer, and learn how to buy PCs.

Networks

You will learn about different types of networks and the purpose behind them. You will also learn about the URL, e-mail and best way to search the internet.

PowerPoint

You will learn the 6x6 rule and the most effective ways to present your information for any subject.

Desktop Publishing

Using Microsoft Publisher, you will effectively create professional invitations, brochures (like this one) and much more.

THE REFERENCE MANUAL

For every unit, you will be given words for your reference manual. This will help you to further understand the topic which is being discussed. Since this course will have some difficult terms which you may not understand, the reference manual will help you develop the vocabulary.

