

## Introduction – BTT10

### Information and Communication Technology in Business

Builds the computer literacy skills  
needed in today's society:

- Mouse, Keyboarding and File Management Skills;
- Word Processing;
- Excel Spreadsheets;
- PowerPoint Presentations;
- Basic Website Design;
- Online Searches and Email;
- Current Technology Issues.

**13 - 2.5 hour classes** (*continuous start dates*)

## Intermediate – BTA30

### Information and Communication Technology: the Digital Environment

A hands-on approach is used to develop  
information and communication technology  
skills through the use of common business  
software applications:

- Word;
- Excel;
- Access;
- Dreamweaver (Webpage Design);
- Internet and Email;
- Ethics, Ergonomics and E-business Concepts.

**16 - 3 hour classes** (*continuous start dates*)

*There is a \$20  
consumable fee  
for BTT10 & BTA30*

*Evening classes may be available depending on registrations.*

For more information or to register, drop in  
or call any of our Centres in  
Clinton, Exeter, Goderich, Listowel, Seaforth,  
Stratford and Wingham.



CELamdsb



Centres for  
Employment  
& Learning

**Please note:**  
*These courses  
can be applied to  
achieving your High  
School Diploma.*