BTA IS AWESOME

The BTA course is amazing. It looks at the software that is used in business and teaches the student how to use it. It also looks at computer hardware, computer terms and business communications. If you're interested in working in business, or you're interested in computers and software, then this is a great course for you!

Some of the software that we use in the BTA course includes:

- MSWord
- MSExcel
- MSPowerpoint
- MSAccess
- Corel Draw
- Dreamweaver

You can learn more about the MSOffice software here:
http://office.microsoft.com/en-ca/

"BTA is the best course ever! Everyone should take it!"

-Jenny Jones

"This course is so cool. Now I run my own business and I love it!"

-Mr. Business

DOCUMENT SPECIFICATION	POTENTIAL MARKS	YOUR MARKS
MARGINS: TOP AND BOTTOM, LEFT AND RIGHT SET TO 1.5 CM	1	
PAGE ORIENTATION: LANDSCAPE	1	
LINE SPACING: 1.5 SPACING AFTER PARAGRAPH: 5 PT	1	
MAIN TITLE: READS: "BTA IS AWESOME FONT: BLACKOAK STD, SIZE 16 PT 3 LINE BORDER ONLY LEFT AND RIGHT BORDER SHADED YELLOW, WHITE FONT	3	
1ST PARAGRAPH: This paragraph should describe a little bit about the BTA course. 2cm INDENT FROM LEFT 2cm INDENT FROM RIGHT DROP CAP FOR FIRST PARAGRAPH SINGLE SPACED	3	
2nd PARAGRAPH: THIS PARAGRAPH WILL LIST SOME OF THE SOFTWARE THAT WE USE IN THE COURSE. SHOULD BE BULLETS. THERE SHOULD BE A LINK TO THE MSOFFICE WEBSITE, LINK SHOULD NOT BE BLUE OR UNDERLINED SHOULD INCLUDE AN IMAGE THAT IS SET TO "TIGHT"	4	
TEXT BOXES: TEXTBOX SHOULD INCLUDE A QUOTE OF HOW AWESOME BTA IS. THEY SHOULD BE INSERTED INTO AN APPROPRIATE SPOT AND RESIZED TO AN APPROPRIATE SIZE	2	
OVERALL DOCUMENT: SPELLING, GRAMMAR AND PUNCTUATION SHOULD ALL BE CORRECT OVERALL PROFESSIONALISM, APPEARANCE, APPROPRIATE FOR BUSINESS	8	
TOTAL	23	
COMMENTS:		