A. Pleadwell

K. MacDonald

OBJECTIVES

To give students a solid foundation in the following areas:

Software	Topics Covered	Time
Network basics/email usage	**Logging in, folders, email**	**3 days**
Keyboarding	**Proper technique**	**ongoing**
MS Word	**Center vertically and horizontally, templates, headers/footers, letters, tables, reports**	**4 weeks**
MS PowerPoint	**See BBT site**	**2 weeks**
MS Excel	**Formulas using add, subtract, multiply, divide, average, count. Sort, autoformat, and charts**	**2 weeks**
MS Publisher	**Creating brochures, flyer, business cards**	**1 week**
Careercruising	**Aptitudes interests, post secondary schools, resumes,**	**1 week**
Other	**Prezis – online presentation software; Weebly (or other Webpage Development site_ – webpage design; TinkerCad – 3D models; GameMaker and/or Scratch**	**To be determined**

EVALUATION

Class Mark	**20**	**My Email Address:**
Assignments	**80**	**macdonka@nbed.nb.ca**
Total	**100**	

Have your parent/guardian email me with your name and his/her contact information before September 30th, for a bonus mark.

SUPPLIES:

Headphones - required

Flash Drive - would be useful for all your classes but it is not required.