

BBT 9

COURSE OUTLINE—2017-2018

D. Simpson

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, autofomat, 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
Assignments	<u>80</u>
Total	100

My Email Address:  
macdonka@nbed.nb.ca

SUPPLIES:

Headphones - required

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