**Broad-Based Technology (BBT) and**

**Personal Development and Career Planning (PDCP) 9 COURSE OUTLINE—2020-2021**

**E. Walker and M. Maltby Ingersoll**

**OBJECTIVES FOR BBT:**

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** |
| **Other** | **Prezis – online presentation software; Scratch**  | **To be determined** |

***EVALUATION:***

***Class Mark 20%***

***Assignments 80%***

***Total 100%***

**(See back for info on PDCP.)**

**OBJECTIVES FOR PDCP:**

To give students a solid foundation in the following areas:

* Students will develop a positive self-concept and the skills necessary to interact effectively with others.
* Students will acquire the knowledge and skills required to make healthy choices related to sexual health.

***EVALUATION:***

***Modules/Assignments 100%***

**\*\*You will have a mark for both BBT and PDCP.\*\***

**SUPPLIES:**

Headphones - required

Flash Drive - would be useful for all your classes but it is **NOT** required

**If you would like a BONUS MARK, have a parent or guardian email me with the following information on or before Friday, September 18, 2020:**

STUDENT’S NAME

PARENT OR GUARDIAN’S NAME

PARENT OR GUARDIAN’S CONTACT INFORMATION (email address, phone number)

**My email address: elizabeth.walker@nbed.nb.ca**