**BROAD-BASED TECHNOLOGY 9 (BBT 9) AND**

**PERSONAL WELLNESS 9**

**COURSE OUTLINE—2023-2024**

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**OBJECTIVES FOR BBT 9**

To give students a solid foundation in the following areas:

|  |  |  |
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| **SOFTWARE** | **TOPICS COVERED** | **TIME** |
| **Network Basics; MS Teams, OneDrive and Outlook** | **Logging in, creating and using folders, saving and naming documents, using Teams and email** | **1 week** |
| **Keyboarding** | **Proper technique** | **Ongoing** |
| **MS Word** | **Templates, headers/footers, center vertically and horizontally, letters, reports, tables** | **4 weeks** |
| **MS PowerPoint** | **Creating presentations** | **2 weeks** |
| **MS Excel** | **Formulas using add, subtract, multiply, divide, average, count; sort, autoformat, and charts** | **2 weeks** |
| **Other** | **MS Publisher; Canva; Scratch; myBlueprint** | **TBD** |

**EVALUATION ACADEMIC INCENTIVE EVALUATION**

Class Work/Assignments 70% Class Work/Assignments 85% 50%

OR

Final Assessment 30% Final Assessment 15% 50%

Total 100% Total 100% 100%

**(See back for information on Personal Wellness 9.)**

**OBJECTIVES FOR PERSONAL WELLNESS 9**

Students will explore the following topics:

* wellness (healthy lifestyle, helpful and harmful choices and personal safety)
* human growth and development (personal growth, healthy sexuality and self-image)
* mental fitness (positive mental health, mental fitness strategies and decision-making)
* relationships (healthy relationships, bullying and conflict and anti-discrimination)
* career connected learning (thinking about, exploring and experiencing potential career pathways)

**EVALUATION ACADEMIC INCENTIVE EVALUATION**

Class Work/Assignments 70% Class Work/Assignments 85% 50%

OR

Final Assessment 30% Final Assessment 15% 50%

Total 100% Total 100% 100%

**\*\*You will have a mark for both BBT 9 and Personal Wellness 9.\*\***

**SUPPLIES**

Headphones

(No need to purchase a separate binder for this course. You can just put the handouts and materials for this course in a small section in a binder you use for another course.)