**BBT 9 COURSE OUTLINE—2010-2011**

**K. MacDonald**

**A. Pleadwell**

**M. Tozer**

**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** | **3 weeks** |
| **MS Word** | **Center vertically and horizontally, templates, headers/footers, letters, tables, reports** | **2 weeks** |
| **MS Powerpoint** | **See BBT site** | **3 weeks** |
| **MS Excel** | **Formulas using add, subtract, multiply, divide, average, count.****Sort, autoformat, charts** | **2 weeks** |
| **Careercruising** | **Aptitudes interests, post secondary schools, resumes,** | **2 weeks** |
| **Google Sketch-up** | **3-D models** | **2 weeks** |
| **Visual Basic 2008/ALICE** | **Computer programming** | **2 weeks** |
| **Workplace Safety** | **Passport to Safety** | **2 weeks** |
| **Other** | **If time permits** |  |

**EVALUATION**

**Class Mark 20**

**Assignments 80**

**Total 100**

**SUPPLIES**

**$3—Lab Fee**

**Headphones every day**