**BBT 9 COURSE OUTLINE—2011-2012**

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**OBJECTIVES**

**To give students a solid foundation in the following areas:**

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| **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** | **3 weeks** |
| **MS Excel** | **Formulas using add, subtract, multiply, divide, average, count.**  **Sort, autoformat, charts** | **2 weeks** |
| **MS Publisher** | **Creating brochures, flyer, business cards** | **2 weeks** |
| **Careercruising** | **Aptitudes interests, post secondary schools, resumes,** | **2 weeks** |
| **Workplace Safety** | **Passport to Safety** | **2 weeks** |
| **Other** | **Google SketchUp – 3D models; Visual Basic 2008 – Computer Programming; Google Docs** |  |

**EVALUATION**

**Class Mark 20**

**Assignments 80**

**Total 100**

**SUPPLIES**

**$3—Lab Fee**

**Headphones every day**

**Flash Drive**