

BBT and Personal Development and Career Planning 9
COURSE OUTLINE—2019-2020

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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, autofformat, and charts	2 weeks
Other	Prezis – online presentation software; Scratch	To be determined

EVALUATION

<i>Class Mark</i>	<i>20</i>
<i>Assignments</i>	<i><u>80</u></i>
<i>Total</i>	<i>100%</i>

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 acquire the knowledge and skills required to make healthy choices related to sexual health.
- Students will locate, evaluate and effectively use life/work information (will be covered in grade 10).
- Students will engage in the life/work building process (will be covered in grade 10).

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 want a bonus mark, have your parents email me with the following info:

Have your parent/guardian email me with your name and his/her contact information before February 7, 2020 for a bonus mark.

My email: andrea.pleadwell@nbed.nb.ca