

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

EVALUATION:

Class Mark	20%
Assignments	<u>80%</u>
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 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: melanie.maltby-ingersoll@nbed.nb.ca