

**Broad-Based Technology (BBT) and
Personal Development and Career Planning (PDCP) 9
COURSE OUTLINE—2021-2022
M. Maltby Ingersoll, S. Shannon and T. Whalen**

OBJECTIVES FOR BBT:

To give students a solid foundation in the following areas:

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	3 days
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:

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

(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.)

If you would like a BONUS MARK, have a parent or guardian email me with the following information on or before Friday, September 10, 2021:

STUDENT'S NAME

PARENT OR GUARDIAN'S NAME

PARENT OR GUARDIAN'S CONTACT INFORMATION [phone number(s)]

My email address: melanie.maltby@nbed.nb.ca