

**BROAD-BASED TECHNOLOGY 9 (BBT 9) AND
PERSONAL WELLNESS 9
COURSE OUTLINE—2023-2024
M. Maltby Ingersoll**

OBJECTIVES FOR BBT 9

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	1 week
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 Work/Assignments	90%
Final Assessment	<u>10%</u>
Total	100%

(See back for information on Personal Wellness 9.)

OBJECTIVES FOR PERSONAL WELLNESS 9

Students will explore the following topics:

- wellness (healthy lifestyle, helpful and harmful choices and personal safety)
- human growth and development (personal growth, healthy sexuality and self-image)
- mental fitness (positive mental health, mental fitness strategies and decision-making)
- relationships (healthy relationships, bullying and conflict and anti-discrimination)
- career connected learning (thinking about, exploring and experiencing potential career pathways)

EVALUATION

Class Work/Assignments	90%
Final Assessment	<u>10%</u>
Total	100%

****You will have a mark for both BBT 9 and Personal Wellness 9.****

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, February 2, 2024:

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