**BROAD BASED TECHNOLOGY 10**

**Course Outline**

**2013-2014**

**K. MacDonald**

The Grade 10 BBT program is intended to acquaint the students with several software packages. Software packages to be covered may include but are not limited to:

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| **Topic** | **Description** |
| MS Word | Word processing, mail merge |
| MS Excel | Mathematical calculations, charting |
| Dreamweaver | Webpage design |
| Digital Photography | Basic rules of picture taking, composition, tips |
| Photoshop Elements 6 | Image editing |
| PhotoStory 3 for Windows | Presentation software |
| Internet Research | Research skills (Weather & Astronomy) |
| Personal Finance | Budgeting, banking, credit |
| Audacity & Windows Sound Recorder | Audio software |
| Flash | Animation software |
| Career Cruising | Career planning |
| MS Publisher | Publications |
| Business Portfolio | Word, Excel, Publisher, Powerpoint |
| Movie Maker | Edit Basic Videos |
| HTML | Webpage design |
| GameMaker | Designing and Creating an Educational Game |
| Classmark | Attendance, punctuality, attitude, work habits, etc. |

**Evaluation**

Assignments 80

Classmark 20

Total 100

Headphones will be used frequently. Always have them with you.

Note: All of the assignments in this course are to be done at the computer. There will be plenty of class time given for the assignments to be completed. Make sure to use your class time wisely. **All** assignments are to be completed in order for a student to be successful with this credit. You cannot choose to not complete some assignments and expect to pass.