Broad Based Technology and Personal Development and Career Planning 10
COURSE OUTLINE—2020-2021
M. Maltby Ingersoll

OBJECTIVES FOR BROAD BASED TECHNOLOGY (BBT):

To familiarize students with several software packages and concepts which may include:

- Digital World (Security, Communication, Rights and Responsibilities, Etiquette, Wellness, Business, Access, Law and Literacy)
- WHMIS (Workplace Hazardous Materials Information System) and Safety Orientation
- Office 365 (Microsoft Outlook, Teams, Word, Excel, PowerPoint, OneDrive, OneNote, etc.)
- Photo Editing
- Photo Story
- Coding
- Business and Enterprise
- Other

EVALUATION

Class Mark	20%
Assignments	80%
Total	100%

SUPPLIES:

Headphones - **required**
Flash Drive - would be useful for all your classes but it is not required

See back for info on PDCP.

OBJECTIVES FOR PERSONAL DEVELOPMENT AND CAREER PLANNING (PDCP):

To give students a solid foundation in the following areas using the resources on myBlueprint.ca and teenmentalhealth.org:

- Students will locate, evaluate and effectively use life / work information.
- Students will engage in the life / work building process.

EVALUATION

Modules / Assignments   100%

You will have a mark for both BBT and PDCP.

If you would like a <u>BONUS MARK</u>, 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 GUARIDAN'S CONTACT INFORMATION (email address, phone number)

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