

Broad Based Technology and Personal Development and Career Planning 10

COURSE OUTLINE—2021-2022

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, OneDrive, Word, PowerPoint, etc.)
- Canva
- myBlueprint
- Photo Editing
- Coding
- Business and Enterprise
- Other

EVALUATION

Class Mark	20%
Assignments	<u>80%</u>
Total	100%

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.)

****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 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