

# **Broad Based Technology and Personal Development and Career Planning 10**

## **COURSE OUTLINE—2022-2023**

**K. MacDonald and 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 Work/Assignments	90%
Final Assessment	<u>10%</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, ChatterHigh and teenmentalhealth.org:**

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

## **EVALUATION**

Class Work/Assignments	90%
Final Assessment	<u>10%</u>
Total	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, February 3, 2023:**

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](mailto:melanie.maltby@nbed.nb.ca)**