BBT 10

September 2019

BLMS

Room 233

Mr. Bateman

# Course description:

In this semester, students will begin with learning some Core Technology Skills. They will work independently through five Units. We will be doing Digital Security (1) at the start of the course and Digital Business (6) at the end of the course. Students will have seven units from which to choose the three they wish to complete. We will be working in the computer lab on this website <http://bbtnb.cdxauto.ca>.

Units Core Tech Skills

1. Digital Security (To be done first)
2. Digital Communication
3. Digital Rights & Responsibilities
4. Digital Etiquette
5. Digital Wellness
6. Digital Business (We will be doing this one last as a class)
7. Digital Access
8. Digital Law
9. Digital Literacy

Classroom expectations:

1. Students are responsible for ensuring they are adequately prepared for class, with ***all*** essential materials, and their homework completed.
2. Students are responsible for all work assigned, ***whether or not*** they were present when the work was given.
3. Due dates are to be respected. If there is a problem regarding an assignment being passed in on time, the student is expected to see the teacher about an extension ***prior*** to the due date. If students don’t see teacher before due date 10% will be taken off each day for a max of 40%. Student will have two weeks to hand in late work. After two weeks I will no longer accept assignment,
4. Students are also expected to be polite, respectful and on time.

# Assessment

Assignments and Projects from 5 units 40%

Business and Enterprise Assignment 30%

Class Discussion/Work 20%