NANTYR SHORES

# SECONDARY SCHOOL

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Allison Reid Jeremy Oxley

## Vice-Principal Vice-Principal

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| **Course Name:** Information and Communication Technology**Grade:** 9**Level:** Open**Course Code:** BTT1O1 |
| **Course Description:** This class introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.This course is updated to include Social Media, Video Editing, and Internet Research |
| **Course Evaluation Breakdown:**  | 70% Term Work Summative 30% Final Summative Evaluations  |
|  **Units of Study:**Unit 1 – Social Media & Digital Literacy By the end of the course, students will: Demonstrate an understanding of the terminology associated with information and communication technology Demonstrate an understanding of the computer workstation environment Manage electronic files and folders Analyse options for accessing the Internet Apply effective techniques when conducting electronic researchUnit 2 – Productivity Software (Microsoft Office & Google Docs)By the end of the course, students will: Use word processing software to create common business documents Use spreadsheet software to perform a variety of tasks Manage information using database softwareUnit 3 – Design Software (Microsoft Office, Google Docs, Web Design)By the end of the course, students will: Use presentation software to create and deliver effective presentations Use desktop publishing software to create publications Demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.Unit 4 – Ethics and Issues in Information TechnologyBy the end of the course, students will: Demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology Analyze privacy and security issues relating to information and communication technology Assess the impact of information and communication technology on personal health and the environment |
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| **Potential Evaluation Products: *The purpose of student assessment is to improve student learning***Assessment and evaluation are based on the provincial expectations (content standards) and the achievement charts (performance standards) outlined in the provincial curriculum documents. A wide range of assessment and evaluation opportunities including activities, group projects, tests and presentations provide students with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations. This information provides the basis for reporting student grades on the Provincial Report Card.**Final Evaluation**The final evaluation in this course will be based on the following summative assessment tasks:

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| **Assessment Task** | **Percentage** |
| Final ExamIndependent Study Unit  | 15%15% |
| **Total** | **30%** |

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| **Class Environment*** You will be responsible for classes missed. You can check the website for the topics of the day.
* You will be responsible for meeting deadlines for projects and attending test dates
* Chatting during a lesson will not be tolerated.
* Tardiness will be not be tolerated
* You will have to take responsibility for your success!

**Computer Use**The use of all computer technology is a privilege, not a right. If any student, for any reason, is misusing or damages the computer, or any component of the classroom, their privilege of computer use will be revoked.**Business Department Late Policy:**It is the student's responsibility to adhere to due dates given for assignments. If the due date is not met, the following penalties will be applied:1 school day late -5%2 school days late - 10%3 school days late - 15% 4 or more school days  ZEROThis is a three chance policy that encourages the student to meet given deadlines and implement time management. These are essential skills for students to develop. A real emergency or doctor's note may exempt the student from late penalties given the teacher's discretion.

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| **Responsibility** | **Organization** | **Independent Work** | **Collaboration** | **Initiative** | **Self-Regulation** |
| 1. Fulfills responsibilities within the learning environment.2. Completes and submits class work, homework and assignments according to agreed-upon timelines.3. Takes responsibility for and manages own behaviour. | 1. Devises and follows a plan and process for completing work and tasks.2. Establishes priorities and manages time to complete tasks and achieve goals.3. Indentifies, gathers, evaluates, and uses information, technology, and resources to complete tasks. | 1. Independently monitors, assesses, and revises plans to complete tasks and meet goals.2. Uses class time appropriately to complete tasks.3. Follows instructions with minimum supervision. | 1. Accepts various roles and an equitable share of work in a group.2. Responds positively to the ideas, opinions, values, and traditions of others.3. Builds healthy peer-to-peer relationships in person and through personal and media-assisted interactions.4. Works with others to resolve conflicts and build consensus to achieve group goals.5. Shares information, resources, and expertise, and promotes critical thinking to solve problems and make decisions. | 1. Looks for and acts on new ideas and opportunities for learning.2. Demonstrates the capacity for innovation and a willingness to take risks.3. Demonstrates curiosity and interest in learning.4. Approaches new tasks with a positive attitude.5. Recognizes and advocates appropriately for the rights of self and others. | 1. Sets own individual goals and monitors progress towards achieving them.2. Seeks clarification or assistance when needed.3. Assesses and reflects critically on own strengths, needs, and interests.4. Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals.5. Perseveres and makes an effort when responding to challenges. |
| Sourced From: Growing Success Assessment, Evaluation and Reporting in Ontario Schools First Edition, Covering Grades 1 to 12, 2010  |

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| **Teacher Contact Information:** |
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