

GERALDTON COMPOSITE HIGH SCHOOL
Computers For Business, Grade 11, Open (BTA 30) – COURSE OUTLINE

Teacher: Mr. S. Wilson

September 2013 –February 2014

September 2013

Dear Parent/Guardian:

I am your child's teacher for the Grade Eleven Computers For Business course and I wanted to make you aware of some classroom and school-wide policies. I have included some day-to-day housekeeping issues below so that you are aware of my expectations. Please take the time to go over this course outline with your son or daughter to ensure they understand the requirements outlined below.

Students have a due date for assignments and will be provided with a reasonable amount of time to complete their work. If conflicts arise due to unforeseen circumstances it is expected that students or parents will communicate with the school as soon as possible. If a student is absent for any reason, I expect that the student will be responsible to find out what lessons and/or assignments were missed when they return. I am available most days during the lunchtime activity period to provide extra help and to provide a time to catch up on missed work.

Students are expected to be on time for class, with all required books and materials, ready for the day's work. Students may be counseled as to the importance of being on time for class, may serve detentions and will be required to catch up on missing work. In addition, classroom privileges may be removed.

The first Progress Report will be in early October followed by a Parent's Night. At this time I will indicate how your child's progress is in each of the four Achievement Categories by providing them with a level along with a report on Learning Skills.

The Midterm Report Card will be sent home in mid-November, which will be comprised of a mark, along with another report on Learning Skills. The second Progress Report will follow in mid-December.

If you have any questions at all during the semester regarding your son or daughter's progress, please feel free to call me at the school at 854-0130. I am very interested in keeping parents/guardians informed of their child's progress.

In addition I invite you and your child to regularly visit the class website, www.wilsonteacher.ca to find copies of assignments, a calendar and resources to assist with the course.

Thank you in advance for your cooperation.

Mr. S. Wilson.

_____ Student Signature
_____ Parent/Guardian Signature

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Teacher: Mr. S. Wilson

February 2012 – June 2012

Curriculum Policy: The Ontario Curriculum: English, 2000

Prerequisite: None

Credit Value: 1.0

Text: *A variety of software programs, computer devices and business materials will be used, and provided by the school. Free alternatives for homework will also be provided.*

Rationale:

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

EVALUATION:

Type of Assessment	Category	Details	Weighting (%)
Formative (70%)	Knowledge/Understanding	Tests/Quizzes, In-class assignments	20
	Thinking/Inquiry	Essays, Creative Writing, In-class assignments	15
	Application	Major assignments and unit culminating tasks, In-class assignments	20
	Communication	In-class assignments; oral presentations	15
Summative (30%)	Final Assessment	Final Rich Task Project	30
Total (%)			100

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Overview of Course:

The following is a list of study areas in this course and the overall expectations that students should achieve by the end of this course.

1. Digital Literacy

- Describe the computer workstation using proper terminology
- Apply appropriate strategies when organizing and managing electronic files and folders
- Demonstrate effective use of tools and techniques of electronic research

2. Productivity Software

- Demonstrate the use of advanced features of word processing software to produce common business documents
- Demonstrate the ability to use advanced features of spreadsheet software to perform a variety of tasks
- Manage information using database software
- Demonstrate the ability to use the features of a variety of design software applications to perform specific tasks

3. Business Communications

- Communicate using accepted business standards and formats
- Demonstrate effective use of electronic communication tools
- Create a digital portfolio illustrating their information and communication technology competencies and skills

4. E-Business

- Demonstrate an understanding of e-business concepts and operations
- Evaluate the impact of e-business
- Design and create an e-business website for a target audience

5. Information and Communication Technology Ethics and Issues

- Demonstrate an understanding of the legal, social, and ethical issues related to information and communication technology
- Analyse privacy and security issues related to conducting business electronically
- Summarize health and environmental issues related to the use of information and communication technology

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The Ontario Ministry of Education outlines learning skills that students are evaluating on throughout the year.

Learning Skill	Sample Behaviour
Responsibility	The student: <ul style="list-style-type: none"> • fulfils responsibilities and commitments within the learning environment; • completes and submits class work, homework, and assignments according to agreed-upon timelines; • takes responsibility for and manages own behaviour.
Organization	The student: <ul style="list-style-type: none"> • devises and follows a plan and process for completing work and tasks; • establishes priorities and manages time to complete tasks and achieve goals; • identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.
Independent Work	The student: <ul style="list-style-type: none"> • independently monitors, assesses, and revises plans to complete tasks and meet goals; • uses class time appropriately to complete tasks; • follows instructions with minimal supervision.
Collaboration	The student: <ul style="list-style-type: none"> • accepts various roles and an equitable share of work in a group; • responds positively to the ideas, opinions, values, and traditions of others; • builds healthy peer-to-peer relationships through personal and media-assisted interactions; • works with others to resolve conflicts and build consensus to achieve group goals; • shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.
Initiative	The student: <ul style="list-style-type: none"> • looks for and acts on new ideas and opportunities for learning; • demonstrates the capacity for innovation and a willingness to take risks; • demonstrates curiosity and interest in learning; • approaches new tasks with a positive attitude; • recognizes and advocates appropriately for the rights of self and others.
Self-Regulation	The student: <ul style="list-style-type: none"> • sets own individual goals and monitors progress towards achieving them; • seeks clarification or assistance when needed; • assesses and reflects critically on own strengths, needs, and interests; • identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals; • perseveres and makes an effort when responding to challenges.

This evaluation will be in the form of a letter designation as follows:

E=Excellent **G**=Good **S**=Satisfactory **N**=Needs Improvement

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UNITS:

Unit Number	Unit Title	Unit Length (Approx.)
Unit 1	Word Processing Information	3 weeks
Unit 2	Presentation Software & Websites	4 weeks
Unit 3	Programming Intro: Flash and Python	5 weeks
Unit 4	Spreadsheet Development	4 weeks
Unit 5	Final Project	3 weeks

SPECIFIC EXPECTATIONS:

- **Preparedness.** Students are expected to maintain a binder and notes organized according to their teacher's instructions and will be checked regularly. Students are also expected to be on time for class with all required books, materials and pens, ready for the day's work.
- **Absences.** A student returning to class after any absence is expected to have an admit slip issued by the attendance office prior to the start of class. Exceptions are given due to school-related events, no buses due to weather or absences authorized by an outslip.
- **Students who miss class are expected to get that day's assignment from another student or the teacher on their own.** If you know that you are going to be away, let me know in advance to avoid problems.
- **Late Assignments.** Students are given a fair and reasonable amount of time to complete assignments. Major assignments will be assigned a due date and a closure date, which occurs three days after the due date. This will be the final date that assignments may be submitted for assessment. If you find your schedule is busy or you need extra help see me sooner than later.
- **Plagiarism.** Familiarize yourself with the school's Plagiarism Policy. I do check student work on a regular basis and plagiarism will at the very least result in a zero on a plagiarized assignment *even if it is just one paragraph!*

I look forward to a productive and good term for all of us. If you have any questions at all during the semester regarding the course or your progress, please feel free to call me at the school at 854-0130 or make an appointment to see me.

In addition, students are recommended to regularly visit the course website, www.wilsonteacher.ca to find copies of assignments, schedules and resources to assist with the course.

Sincerely,

Mr. S. Wilson