



## Grade 9 – Introduction to Information Technology Course Outline

<b>Year:</b> 2016-2017	<b>Block:</b> Day 1: A/B Day 2: G Day 3: A/B Day 4: H	<b>Room:</b> 525
<b>Teacher:</b> Mrs. K. Rautenberg	<b>Teacher Contact Information:</b> 519-634-5441 ext 809	<b>Course/Teacher Website:</b> <a href="http://rautenberg.weebly.com">http://rautenberg.weebly.com</a> Google Classroom – sign in required

### Course Description

This course 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.

### Course Units

Unit	Description – Term Weight (70%)
<b>1</b>	<b>Computer Basics</b> <ul style="list-style-type: none"> <li>▪ Home Row Typing Skills</li> <li>▪ Ergonomics</li> <li>▪ Computer Hardware/Software</li> </ul>
<b>2</b>	<b>Digital Citizenship</b> <ul style="list-style-type: none"> <li>▪ Explore current legal, social and ethical issues such as social networking, cyberbullying, privacy and security, cloud computing</li> <li>▪ Investigate dangers and risks of technological use, as well as protection methods</li> </ul>
<b>3</b>	<b>Word Processing</b> <ul style="list-style-type: none"> <li>▪ Basic functions and features of Microsoft Word and Google Docs</li> <li>▪ Composing, editing and formatting business documents</li> </ul>
<b>4</b>	<b>Desktop Publishing</b> <ul style="list-style-type: none"> <li>▪ Basic functions and features of Microsoft Publisher</li> <li>▪ Characteristics of effective business documents and communications</li> </ul>
<b>5</b>	<b>Presentation Software</b> <ul style="list-style-type: none"> <li>▪ Basic functions and features of Microsoft PowerPoint and Google Slides</li> <li>▪ Presentation skills and techniques</li> <li>▪ Alternative presentation software/applications</li> </ul>
<b>6</b>	<b>Web Design</b> <ul style="list-style-type: none"> <li>▪ Basic HTML coding</li> <li>▪ Basic web design structure</li> </ul>
<b>7</b>	<b>Spreadsheet Software</b> <ul style="list-style-type: none"> <li>▪ Basic functions and features of Microsoft Excel and Google Sheets</li> <li>▪ Data entry, calculation and manipulation</li> <li>▪ Visual representation and reporting of data</li> </ul>
<b>Final</b>	<b>Culminating Project (30%)</b> <ul style="list-style-type: none"> <li>▪ A final project to demonstrate the students understanding of the course content.</li> </ul>



## Additional Topics Covered Throughout

- File management
- Electronic research
- Business communication
- Professionalism and design basics

## Essential Course Components

To be successful in this course you **must** be able to demonstrate your learning of the above topics and skills through completion of the following **major assignments**.

- Computer Basics Test
- Digital Citizenship Assignment
- Word Processing and Formatting Assignment (MS Word/Google Docs)
- Calendar (MS Publisher)
- Favourite Presentations (MS PowerPoint/Google Slides)
- Pop Culture Web Page (HTML)
- Spreadsheet Test (MS Excel/Google Sheets)

NOTE: All major assignments must be completed in the presence of the teacher unless granted permission otherwise, as recommended in WRDSB's Assessment, Evaluation, and Reporting Handbook

## Evaluation

### 1. Term Work: 70%

Each unit will be worth 10% and will include course work, assignments, presentations and quizzes with an emphasis on the major unit assignment.

### 2. Year End Culminating Assessment: 30%

## Additional Class Expectations

### 1. **WRDSB Responsible Use Procedure (RUP):**

Students are expected to review the "Responsible Use Procedure for Information, Communication and Collaboration Technologies." Not following the policy may jeopardize your opportunity to finish the course successfully.

Some key points from the RUP:

- Individual users are responsible for using all Board services, devices, and applications responsibly and for administrative and curricular purposes only
- Individual users are responsible for protecting equipment assigned to them from theft or damage and adhering to rules of hardware etiquette promoted by the Board

### 2. **Electronic Devices:**

Use of electronic devices is at the discretion of the classroom teacher. The "off and away" mentality will provide students the best opportunity to be productive and successful business students.



### 3. **Print Credits:**

Students will be provided with the amount of print credits necessary to complete the course. However, if students use print credits for other purposes, it may be necessary to purchase more. Purchases are done through the library.

### 4. **Other Resources:**

Students need to have personal headphones that can plug into the computer. It is suggested that students have a memory stick that can be used for all courses. This course will review various ways to transfer files and a memory stick will be presented as one option.

### 5. **Attendance & Punctuality:**

*Even with a valid absence, you are still responsible for the work done in class. A valid absence is NOT an exemption.* Regular attendance and punctuality are a must. If you are absent for any reason, it is **YOUR** responsibility to catch up on any missed notes, handouts, assignments, due dates, announcements, etc. done in class. Missed material can be obtained by referring to fellow classmates and checking Google Classroom.

### 6. **Assignments:**

All assignments are to be completed by their **due date**. Failure to do so may jeopardize achievement of the course credit. In the unfortunate event that an assignment has failed to meet the deadline, alternate assignments may be given as proof of the learning of essential skills. Proof of learning is required to grant any credit. These guidelines are in line with the WRDSB Assessment, Evaluation and Reporting Policy. Major assignments will have detailed, written instructions provided. These assignments **MUST** be completed under teacher supervision.

### 7. **Tests/Quizzes/In-Class Assignments:**

Students who miss a test due to an **unexpected event**, will be required to write the test the **first class back** from the absence. It is the **student's responsibility** to validate all absences with the **teacher and the office**. Failure to do so could result in an incomplete mark. Students who are **aware ahead of time** (i.e. sports or a dental appointment) that they will miss a test due to a valid absence, must communicate this to their teacher **well in advance** in order to make arrangements to write the test. Failure to do so could result in an incomplete mark. Preparation breeds confidence!

### 8. **Teacher Assistance:**

Students are encouraged to seek assistance from their teacher when necessary (problems, comments, questions, etc.). Help is available and it is the **responsibility of the student** to take advantage of this opportunity.



<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
Before School – by appointment			
BTT 10 – Room 525	CGC 1P – Room 532	BTT 10 – Room 525	CGC 1P – Room 532
BTT 10 – Room 525	PREP – Business Office	BTT 10 – Room 525	PREP – Business Office
LUNCH – Business Office, Staff Lunch Room, or Room 525			
PREP – Business Office or 525	BTT 10 – Room 525	BTA 30/BTX 4C – Room 525	CGC 1P – Room 532
BTA 30/BTX 4C – Room 525	CGC 1P – Room 532	PREP – Business Office or 525	BTT 10 – Room 525
Afterschool until 3-3:30; later by appointment			

Please also refer to the teachers’ website at <http://rautenberg.weebly.com> for additional help.

Note: **Professional judgment** will be exercised in all situations.

## Assessment, Evaluation, and Reporting Policies

Key values of Waterloo-Oxford Secondary School and the WRDSB include respect, responsibility, honesty, and trustworthiness. Our expectations for student behaviour and academic conduct come from these core values. In accordance with WRDSB guidelines outlined in the Assessment, Evaluation, and Reporting Handbook, the following policies are in effect for each subject at WODSS:

### a) Late and Missed Assignments

*It is the expectation that students will submit all required work by the assigned deadlines as evidence of their learning of essential skills.*

- i. Failure to do so may result in a loss of credit; however, in consultation with the teacher and the appropriate administrator, additional opportunities will be afforded to students to demonstrate their learning of the essential skills.
- ii. If one or more essential skills are not demonstrated, students **in Grades 9 and 10** may receive an “I” and will not be granted credit for the course. Students **in Grades 11 and 12** risk losing credit for the course.
- iii. The Learning Skills section of the student’s Provincial Report Card will be used to reflect incidents of late and missed assignments.

### b) Cheating and Plagiarism

*It is the expectation that students will submit their own, original work for the purpose of demonstrating their learning. In the event that cheating or plagiarism occurs, the following consequences may be implemented, in consultation with administration, depending on the situation:*

- i. The student may be required to redo all or part of the assignment or assessment.
- ii. The student may be required to complete an alternate assignment or assessment.
- iii. The student’s work may be treated as a missed assignment.



- iv. Additional consequences for cheating or plagiarizing material may include a loss of access to WODSS academic awards and scholarship opportunities. As well, potential disciplinary actions may include suspension.
- v. The Learning Skills section of the student's Provincial Report Card will be used to reflect incidents of cheating and plagiarism.



## Signatures

Please sign below indicating you have read and understand the course outline requirements for successful completion of the **Grade 9 Introduction to Information Technology in Business** course. Please cut off and return this portion.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Preferred Method of Contact

- Phone
- Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email \*To subscribe, go to <https://secure.wrdsb.ca/subscribe/>

Comments/Concerns: