Grade 12 – Information and Communication Technology: Multimedia Solutions
Course Outline

Year: 2016-2017	Block: Day 1: D Day 3: C	Room: 525
Teacher: Mrs. K. Rautenberg	Teacher Contact Information: 519-634-5441 ext 809	Course/Teacher Website: http://rautenberg.weebly.com Google Classroom – sign in required

Course Description

This course provides students with the opportunity to apply their information and communication technology skills while working in a team environment. Through a project-based approach, students will have the opportunities to integrate common business software applications and apply multimedia techniques. Students will further develop their understanding of electronic business and e-commerce environments. The skills acquired in this course will prepare students for success in post-secondary studies and in their future careers.

Core Competencies

Student success for the Gr. 12 ICT Multimedia Solutions course may be achieved through demonstration of the following core competencies as developed for Business Excellence at Waterloo-Oxford D.S.S.:

1. **Financial Literacy ("Talk the talk")** – Students will develop their information and communications vocabulary to demonstrate their knowledge and understanding of business and technology concepts as it applies in a variety of business contexts.

2. **Communication ("Know your audience.")** – Students will develop their abilities to communicate their business and technology understandings through a variety of analogue and digital mediums (written/oral/visual).

3. **Critical Analysis ("Weigh your options.")** – Students will develop their analytical skills to demonstrate their inquiry and thinking within a variety of business and technological contexts, cases, issues, and/or situations.

4. **Ethical Decision-Making ("Consider your impact.")** – Students will draw conclusions and make business and technology decisions by applying their learning to a variety of tasks, cases, issues, projects, and/or business situations.

Course Units & Essential Course Components

Unit	Description – Term Weight (70%)
1	**The Electronic Business Environment** ▪ Workplace settings and ICT integration ▪ ICT and the business environment ▪ Ethical standards of electronic business

2	**Applications Software**
	▪ Business software integration and standards
	▪ Multimedia software in business
3	**Electronic Communications:**
	▪ Electronic Research and Communication
	▪ Digital Portfolios
	▪ E-Commerce Solutions
4	**Project Management:**
	▪ Team-based and electronic project management
Final	**Culminating Project (30%)**
	▪ A final project to demonstrate the students understanding of the course content.

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

Evaluation

1. **Term Work: 70%**
   Each unit will include course work, assignments, presentations and tests with an emphasis on the major unit assignment.

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

Procedures

1. **<u>WRDSB Responsible Use Procedure (RUP):</u>**
   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. **<u>Attendance & Punctuality:</u>**
   Attendance in classes is an important part of learning, and absences should be avoided. When a student is absent, a parent/guardian must call the school's attendance line on the date of absence, or provide a note explaining the absence for the student to submit the following day. Students are responsible for what they missed during their absence. Missed material can be obtained by referring to fellow classmates and checking Google Classroom.

3. **Late and Missing Assignments:**
   It is important for students to develop good personal management skills (including time management and planning). These skills will be reflected in the **Learning Skills** area of the report card. All of the Essential Course Components listed above must be submitted and/or demonstrated in order to earn this credit.

4. **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!

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

Day 1	**Day 2**	**Day 3**	**Day 4**
Before School – by appointment			
BTT 1O – Room 525	CGC 1P – Room 532	BTT 1O – Room 525	CGC 1P – Room 532
BTT 1O – Room 525	PREP – Business Office	BTT 1O – Room 525	PREP – Business Office
LUNCH – Business Office, Staff Lunch Room, or Room 525			
PREP – Business Office or 525	BTT 1O – Room 525	BTA 3O/BTX 4C – Room 525	CGC 1P – Room 532
BTA 3O/BTX 4C – Room 525	CGC 1P – Room 532	PREP – Business Office or 525	BTT 1O – 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.

Cheating and Plagarism

"Students are responsible for being academically honest in all aspects of their schoolwork" (*Assessment, Evaluation and Reporting Handbook* 21).

Students at Waterloo-Oxford D.S.S. will be responsible and only hand in assignments that are of their own work/creation to demonstrate that they have met the curriculum expectations.   They will responsibly use sources when completing assignments, reports, and essays, and give credit to all sources. To cheat or plagiarize is to be dishonest with your teachers, peers, and sources, and yourself.

In the event that cheating or plagiarism occurs, the following consequences may be implemented, in consultation with administration, depending on the situation:

- The student will redo all or part of the assignment or assessment; or
- The student will complete an alternate assignment or assessment; or
- The student's work will be treated as a missed assignment.
- Additionally, the student may face disciplinary action (e.g., suspension, detention) and loss of access to academic awards and scholarship opportunities.
- Parents/guardians will be informed about the infraction and the consequences.

Please refer to the school website for more details on these policies and other academic procedures.

Signatures

Please sign below indicating you have read and understand the course outline requirements for successful completion of the **Grade 12 Information and Communication Technology: Multimedia Solutions** course. Please return this portion.

Student Name

Student Signature

Date

Preferred Method of Contact
- ❑ Phone
- ❑ Email

Parent/Guardian Name

Parent/Guardian Signature

Date

Phone

Email