

Bert Church High School
Digital Life 9
Course Outline – September, 2018

Teacher: Mr. D. Welsh
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Rationale

The intent of this course is to give students basic computer experience and enable them to use the school computers and software effectively. Skills in these areas will be developed with the intent that students will be able to use computers and software effectively to complete assignments in other courses.

Course Content

The following will be covered during this course:

- Keyboarding Skill Development/School Computer Protocol
- Spreadsheets
- Presentations
- Word Processing

Evaluation

Evaluation will be carried out as follows:

Unit*	Percent of Final Course Mark
First Unit	25%
Second Unit	25%
Third Unit	25%
Fourth Unit	25%

*In each unit, tests are worth 60% of the grade and assignments are worth 40% of the grade.

Appeal of Marks/Short Term Absences/Student Fee

Refer to the Student Handbook.

Assignments

Assignments are handed in either electronically (via the computer) or on paper. Your teacher will determine how assignments will be handed in. Assignments that are to be marked must be handed in when requested. You are responsible for completing, in a timely fashion, any work missed due to absences. Generally, no more than one day of catch up is allowed per excusably missed class. It is expected that all assignments will be done at school, not at home. If you need access to the lab, you can arrange this with the teacher.

Students who do not complete assignments by the due date will be assigned to complete the outstanding work during the Targeted Learning Block (TLB), which is from 1:15 to 2:05 on Fridays. They may complete the work on their own time at lunch or after school if they do not wish to complete it during TLB time. See the school policy regarding TLB time for further information.

Assignments still not received at this point will receive a code of **Missing** in *PowerSchool*, which will be calculated as a zero. Any questions or concerns regarding this policy need to be directed to the teacher.

Supplies

- Pen or Pencil
- Small 3 ring binder or duotang.

Expectations

1. Students are expected to behave in a manner that does not interfere with their own or other students' learning. By applying yourself to the best of your ability, you will earn the satisfaction of developing knowledge and skills.
2. You are expected to remain seated at your desk and refrain from any unnecessary talking.
3. Treat the equipment with care. The wheels on your chairs are not meant to be used to roll up and down the aisle or from workstation to workstation.
4. No food or beverages of any type will be brought into the lab. Such items will be confiscated and discarded.
5. Students are expected to save their work on their Google drives. Outside disks are not allowed without prior permission from your teacher.

Loss of Computer Privileges

Students will be referred to Administration and will lose computer privileges for any one of the following infractions:

1. Changing the configurations on any computer.
2. Logging in under another person's ID.
3. Sending or displaying offensive messages or pictures.
4. Violating copyright laws.
5. Attempting to bypass computer security.

Extra Help

If you do not understand something, ask for help. If you need more time to access the lab, ask the teacher. Do not wait until the day before the exam or due date for assignments to get help. Get your work under control in advance.