

Digital Life 9

Course Outline • BCHS



Information

Teacher:	Mr. T. Bonner
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Phone:	403.948.3800
Room:	2038

Overview

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:

TOPIC	Weighting
Digital Skills & Responsibility	20%
Word Processing Software	20%
Presentation Software	20%
Spreadsheet Software	20%
Keyboarding	20%

Assignments

All assignments are handed in electronically (via Google Classroom). 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. 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. Assignments still not received at this point will receive a code of Missing in PowerSchool, which will be calculated as a zero, until completed.

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.
2. You are expected to remain seated at your desk and refrain from behavior that is not appropriate in a computer lab setting.
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.
6. Students are expected to follow all Rocky View School division policies that pertain to computer and network usage.

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.