

120 Information Technology

Teacher: Mr. Spencer – stephen.spencer@nbed.nb.ca

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Course Description

The goal for this course is to develop more advanced computer skills and knowledge in the Information Tech field for industry. This will be accomplished by exploring the hardware components of a computer, managing the Info Tech Netbook program, as well as using the main programs within Microsoft's Office 365 suite.

The course focuses on the introduction of tools and strategies to engage students in authentic learning patterns and problem-solving situations providing a foundation for transforming personal learning and gaining an understanding of open source and proprietary software. Learning in this manner enables students to address cross curricular and community orientated real problems, rather than just practicing software/tools and procedural operations.

Attendance

The Education Act refers to regular school attendance as both a duty of the pupil and an expectation on the part of the parents to cause attendance to take place.

Student success in school is directly tied to attendance and we remind parents of their role in ensuring their sons/daughters attend regularly. It is recognized some students will be absent from school for valid reasons such as chronic illness or family emergencies.

Class attendance and homeroom attendance is recorded daily.

Tardiness must be avoided.

Students late or leaving during the day must do so through the office by signing in or out.

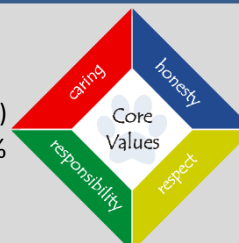
Please see our attendance policy on the school website and how they impact exams.

Course Expectations

- 1** Be on-time, on-task, & prepared to learn **EVERYDAY**
- 2** Keep all personal electronics **PUT AWAY!**
- 3** **BE RESPONSIBLE** ← for your own learning
- 4** **RESPECT** the teacher, the classroom, other students
- 5** Trash goes in the trashcan! **#NOTYOURMAID**
- 6** **TRY** First then ask for **Help!**
- 7** **NO**  at 
- 8** **NO**  OR  of 

Marking

- Rich Task Performance – 60% (products, conversations, observations)
- Evidence of Student Learning – 20%
- Final Assessment – 20%



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Learning Essentials

- IT Perspective** - Understands key IT function components and how they contribute to enterprise effectiveness.
 - I can manage and manipulate both self-created and premade files.
 - I understand the purpose of each software applications and evaluate their effectiveness.
 - I can design and manage information and databases.
 - I understand how IT components contribute to enterprise effectiveness.
 - I understand the safeguards used to protect information.
 - I understand my ethical responsibility when creating presentations and communicating information.
- ICT Project Management** - Students will apply formal project management knowledge, principles and practices during the project lifecycle while ensuring the demonstration of the key components of project management:
 - planning
 - organizing,
 - controlling resources/time
 - leadership
- Essential Skill Based Applications**
 - I can produce documents using advanced word processing features.
 - I can create, save, modify and share documents on a cloud format.
 - I can create spreadsheets using formulas to manage numbers and statistics.
 - I can develop effective presentations and deliver in an effect manner.
 - I can create and maintain a basic database program and understand the management database.

Re-Writes

Rewrites will NOT be granted automatically. Should you wish to have a rewrite on an assessment and feel you have a legitimate case to warrant a rewrite, you must write a letter of request outlining why you need to have the rewrite. This request can be denied if you have not followed proper study techniques and/or not attended extra help sessions.

Late Work Policy

Due dates for assignments are to be respected.

If you do not hand in an assignment a call will be made home, you will be expected to report to the next available detention day and have one week to hand in the assignment. Assignments will not be accepted after this time and a zero will be given.

Extra Help

Extra help is available upon request. I am available most days at lunch to assist.

If students need extra time on an assignment, the computer lab is open daily at lunch in order to finish up incomplete assignments.

Policy 311 – Computer Usage

Computer technologies must be used for educational reasons while students are at school.

Use of private email, Facebook, game sites, chat sites or any attempt to access inappropriate internet content is against the provincial policy.

Any content deemed inappropriate by administration due to language or content is not permitted.

Disciplinary actions may include a loss of computer privileges or