INTRODUCTION TO INFORMATION TECHNOLOGY

BTT 1OI/2OI
Mrs. Doering
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2019-2020 (Semester 2)

COURSE DESCRIPTION

This course introduces students to the use of information and communication technology in a business environment. Students will build 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.

ESSENTIAL LEARNING

To earn this credit, students must demonstrate their learning of the following essential learnings:

- Demonstrate an understanding of the terminology used for a computer workstation and how to use the workstation ergonomically
- Manage electronic files and folders
- Apply effective techniques when conducting electronic research
- Produce documents that meet business standards and formats using word processing software
- Use spreadsheet software to perform common business applications
- Manage information using database software
- Use presentation software to create and deliver effective presentations
- Use desktop publishing software to create publications that meet the needs of the intended audience
- Design and develop a web page that is informative and easy to navigate
- Demonstrate and understand how to be good digital citizens

APPLICATIONS

Microsoft Word and Google Docs (Word Processing)

Microsoft Excel and Google Sheets (Spreadsheets and Databases)

Microsoft PowerPoint and Google Slides (Presentation Software)

Microsoft Publisher and Piktochart (Desktop Publishing)

Google Forms (Database)

G-mail and Google Account

Weebly (Web Page Design)

ASSESSMENT AND EVALUATION

A. Ongoing Assessment and Evaluation   70%

Digital Literacy
- ❑ *Computer Workstation & File Management*
- ❑ *Internet*

Productivity Software
- ❑ *Word Processing*
- ❑ *Spreadsheets*
- ❑ *Databases*

Design Software
- ❑ *Desktop Publishing*
- ❑ *Webpage Development*
- ❑ *Presentation Software*

B. Summative Evaluation   30%

- ❑ ***Practical Summative Exam***
  (In class June 8-12, 2020 and during exams 1 day)
  *Attendance is mandatory – read the school's policy.

You will be able to demonstrate your learning in the following ways:

- ❑ Assignments (using many different types of software)
- ❑ Tests
- ❑ Projects
- ❑ Conversations
- ❑ Observations

All of the above categories include assessment data for knowledge & understanding, thinking & inquiry, communication and application.
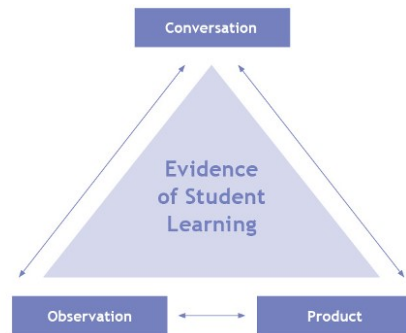
All courses at Huron Heights conform to the assessment, evaluation, and reporting policies and procedures of the WRDSB. Please visit our website at hrh.wrdsb.on.ca for more information.

A course credit is earned upon successful demonstration of essential learnings, which are derived from the Ministry of Education course strands and overall expectations. Final marks are calculated based on the teachers assessment, evaluation and professional judgement as these relate to the body of evidence produced by the student. A passing mark on the final exam and/or course culminating activities does not guarantee a passing mark for that course. For this reason, it is of utmost importance that students complete and submit all work that is to be assessed and/or evaluated.

MRS. DOERING'S SCHEDULE

Morning - Business Office (by 7:30 a.m.) (Rm. 2511)

Period 1 - Room 2702 (BTT1OI/2OI)

Period 2 - Room 2704 (Gr. 11 Accounting)

Period 3 - Lunch (Business Office or Staff Room; the main office can page me if necessary)

Period 4 - Room 2509 (MSIP)

Period 5 - Room 2511 (Business Office)

Period 6 - Room 2702 (BTT1OI/2OI)

HOW TO LOGIN/PASSWORD

Your login is made up of the first 4 letters of your last name, your first initial and the last 4 numbers of your student number.

eg. Harley Husky 987657886
Login — huskh7886

Students will also have a Google and G-mail account through WRDSB.

http://google.wrdsb.ca

Login—username@wrdsb.ca
(username is same as login eg. huskh7886)
Password—same as school connect password

Selecting an effective password:
- Your password should be something that you can remember, but that others will not be able to guess.
- Do NOT tell your password to anyone.
- To prevent people from accessing your files, you should change your password frequently (90 day minimum).
- Longer passwords, and passwords that contain a mixture of numbers and letters are harder for hackers to crack. The board requires your password to be at least 8 characters with a mix of upper and lower case letters and numbers and /or characters must be used.
- https://mypassword.wrdsb.ca can be used to reset your password

EXPECTATIONS

Assignments and Tests

Class work and homework will be completed thoroughly and on time. Due dates will be established in advance.

The computers in the library are available at lunch for work outside of class time. You may also sign-up to travel to the library or to a computer lab during your MSIP period. You will need to do this occassionally to finish daily assignments or projects.

Students who miss a test MUST come and see me before class on the day of their return. Students who are aware ahead of time (i.e. sports, appointments, etc.) that they will miss a test must make arrangements to write the test ahead of time. Missed tests will typically be scheduled for your MSIP class on the day of your return.
For further information, the schools missed work policy can be found at http://mrsdoering.weebly.com/missed-work-policy.html

Materials

Students are expected to bring their chromebook, paper, a pen/pencil and a positive attitude to class each day. **A case for your chromebook is strongly recommended.**
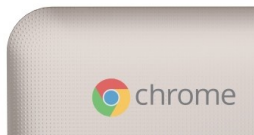
If you need to transfer any files to your home computer, you may use your google drive or a memory stick. You will be able to access your files from any computer in the school. You may also use the following website to access files on your school account from home: https://myfiles.wrdsb.ca

Good Citizens/Employability

☑ Be punctual and attend class daily

☑ Use class time and MSIP wisely and show initiative in completing tasks

☑ Make arrangements to get caught up on missed assignments, notes and homework; check Google Classroom if absent

☑ Participate in any way to more fully benefit from the course

☑ Have respect for fellow classmates and the teacher

☑ Complete class work and homework as assigned

☑ The schools Academic Integrity Policy and be found at http://mrsdoering.weebly.com/academic-integrity-policy.html

PRINTOUTS

You will begin the school year with $2.50 in print credits.

Black & White - $0.05 per page

Students may require additional print copies for this course and may purchase them at a modest cost.

There is a box available in the library to leave your money and login information. Printouts will be updated each morning. You can only purchase print credits in one dollar increments, and no refunds will be issued at the end of the year.

MSIP

MSIP is a integral component of this course. Students can expect that the teacher has designed this course to reflect the fact that course-specific student learning will take place during both class and MSIP time. As such, students are required to:

- **Attend MSIP every day** to meet the essential learning requirements of the course.
- **Effectively use MSIP to complete course work.** Effective uses of MSIP time may include: completing homework, working collaboratively, studying for tests or exams, working ahead on course projects or assigned readings, travelling to meet with teachers for extra help, or other activities as determined by the assigning teacher.

TIPS AND TRICKS FOR CHROMEBOOKS

Mousing Techniques for the Chromebook Touchpad

Left Click—1 finger single click

Right Click—2 finger single click

Scrolling—2 finger scroll

Ctrl + Alt + ? - to see what each keys does

Entire Screen

Specific Area

• How to Take a Screen Shot

• Press Ctrl and the Window Switcher key
• Ctrl [□□]

• Add shift key to the key combo
 Ctrl   Shift   [□□]

GET ORGANIZED!

Your Google Drive will start looking like your bedroom floor if you don't organize it.

1) Create a folder for each course
2) Create a folder for each unit in each course
3) Remove files you no longer need

Your g-mail address: lastf1234@wrdsb.ca

NO WIFI AT HOME?

1) Let me know and we can set-up off-line editing.
2) For single files, just download them while on wifi at school and you will be able to access your file without wifi at home.

COMPUTER USE POLICY

- Computers are for schoolwork only (i.e. no playing games)
- Do not change the background of your desktop (i.e. keep the blue screen)
- Do not share your account with other students (i.e. don't give out your password)
- Do not move your computer (i.e. do not turn your monitor)
- Do not store music or personal pictures on your student account (i.e. your account is for school work only)
- There is no downloading permitted on any computer at Huron Heights
- Check over your machine at the beginning of every class to spot any possible damage, and report it to your teacher immediately. (If you do not report it, someone from the next class will, and we might think you caused the damage.)
- Do not touch anyone else's computer.

COMPUTERS HAVE FEELINGS TOO...PLEASE DON'T DAMAGE HURON HEIGHTS' PROPERTY.

On the school website, you will find the '*Code of Digital Conduct*'. Read it carefully because the punishments include:
- Detentions, suspensions, and/or expulsion
- Loss of computer use (day, week...)
- Notification of parents and removal from any computer course
- Civil and/or legal action

Basically—let common sense guide you!

REDUCING SPAM

Are you tired of receiving unsolicited e-mail? To prevent SPAM at home:

- Install and update antivirus and anti-spam software
- Do not open unsolicited e-mail; just delete it
- Do not give out your e-mail address to "free" services on the internet or in chat rooms