

CAREER EDUCATION/COMPUTER LITERACY 9

COURSE OUTLINE

Ms. Thibeault

Room 8, Lumsden High School

Period 6

April – June 2013

COURSE OUTLINE

Computer Literacy

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Web Tools
- Internet Safety and Proficiency

Career Education

- Positive Self Image
- Positive Change and Growth
- Planning for Career Building
- Exploring Paid and Unpaid Work
- Researching Occupations and Work
- Planning for Your Career

A Successful Student

- ✓ Attends regularly
- ✓ Is prepared
- ✓ Is punctual
- ✓ Demonstrates a positive attitude
- ✓ Displays good behaviour
- ✓ Follows instructions
- ✓ Remains on-task
- ✓ Is able to work independently and interdependently
- ✓ Is neat, organized, and thorough
- ✓ Meets deadlines
- ✓ Participates in class
- ✓ Has a positive influence on peers
- ✓ Enjoys learning and seeks learning opportunities

Evaluation

Digital Identity	30%
Classroom Environment	5%
My Life and Work Plan	20%
Mini-Projects/Assignments/Group Work	25%
Quizzes	20%

Final Evaluation

This class will have a final project, *My Life and Work Plan*, which will encompass all areas of this course. More information will be distributed closer to time.

Absences

Missed Assignments/Quizzes: Quizzes must be written on the scheduled dates. If a student misses a quiz or assignment because of an unexcused absence the student shall receive a mark of zero for that quiz or assignment. If a student misses a quiz because of an excused absence, the student must make arrangements with me to write that quiz no later than three days after the student returns to school. If a student misses an assignment due date because of an excused absence, the student must hand in the assignment immediately upon return. If the student has an excused absence and misses the assigning of the assignment, the student must make arrangements for alternate due date with me.

Missed Exams: Students missing an exam without an excused absence will receive a mark of 0%. Students who have an excused absence from an exam must write the exam as soon as possible upon their return. Students should arrange a time with me to take the exam, which must take place outside of class time.

Late Assignment Policy

It is important for student work to be handed-in on the due date. Should a student miss a due date and hand an assignment in late, he/she should expect delays in returning the assignment. A mark of NS, and a mark of 0, will appear in HomeLogic until the assignment is submitted. Please Note: I do not begin marking assignments until I have received them all.

Cell Phone Policy

Cell phones must remain in student lockers during school hours, as required by the LHS student policies. However, on certain occasions, a cell phone may be used in class as a learning tool. Should this occur, you will receive written or verbal advance notice from me. Administration will be aware of all dates that may require cell phones. Please note: A cell phone is *not* required for this course.

Please keep up-to-date with your class work. In order to do this, you may choose to use your cell phone's calendar app to keep track of deadlines. You may do so during class time, *only* when prompted by me or when given explicit permission.

Class Materials

You are to come to each class with your binder or notebook containing blank paper, all notes, and handouts; pencil(s); pen(s); and eraser. During the course, you may be required to use colouring utensils, such as pencil crayons or markers. These may be stored in your locker, as you will not require them daily.

Online Course Materials

Students and parents can visit <http://missthibeault.weebly.com/> to keep up to date with important notices, assignment due dates, extra resources, career links, and much more.

You can also follow me on twitter, @MissThibeault, for important updates.

Parents can visit Home Logic on a regular basis to keep up to date with their student's grades and assignments.