2022 Alonsa Community School 2023

Print Communications
Course Code: 0222
25S
Mrs. Amanda Asham

Course Description

The purpose of the course is to provide students with the skills and knowledge to plan and create documents for personal and business communications.

Course Goals

1. Plan and produce print documents conforming to recognized standards
2. Participate in multi-user document editing and reviewing.
3. Use language and tone appropriate to the communication.
4. Incorporate elements of good design when designing documents. *(Examples: balance, harmony, contrast, colour, consistency…)*

Year at a Glance

Modules
Module 1: Microsoft Office Basics
Module 2: Using a Word Processor
Module 3: Formatting Documents
Module 4: Desktop Publishing
Module 5: Creating Presentations

Course Materials

Every class: Pen or Pencil, small binder with lined paper, and computer

Resources

"A Guide to Microsoft Office"

Other supplementary materials.

Assessment

Student Evaluation/Reporting

Students will be given an overall percentage as a term mark.

Students will also be assessed on the following learning behaviours: personal management skills, active participation in learning, and social responsibility.

At the end of every month, a **progress report** will be sent home with the student.

Parent Portal is available for parents to check marks and outstanding assignments. Please call the school office for more details.

Forms of Assessment

Formative Assessments: in class activities, mini assignments.

Summative Assessments: Module Learning Activities

Breakdown of Marks

Coursework (Assignments and Projects): 70%
- Module 1: 15%
- Module 2: 15%
- Module 3: 15%
- Module 4: 15%
- Module 5: 10%

Final Project: 30%

Guidelines

Homework Policy

Homework will only be assigned if/when:
- Students are not able to complete their assignments during class.
- Students are absent.

Incomplete/Late work and Zeros

Following the deadline of any assignment, the student's mark will be recorded as a zero. Upon completion of the assignment, it will be graded and recorded. At reporting periods, a final deadline will be given for the evaluations to take effect on the report card for that reporting period.

Extra Help

If students need extra help, your teachers are available at lunch hour. Appointments can also be made for the morning or after-school. Students have the option to re-do assignments with teacher permission.

Plagiarism

Students are assessed individually, therefore assignments are to represent their individual ability.

"students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and plagiarism will not be tolerated…" (*Provincial Assessment Policy, K-12*)

"Academic dishonesty could result in one or all of the following: contacting the parents, documentation of the incident in the student's file, report this behavior on the report card, enforce loss of privileges for the student, disciplinary measures, redo the work and deduct marks for academic dishonesty…. If a student is found to be engaging in academic dishonesty, the principal will follow the school and division policy which may result in further consequences as deemed appropriate by the principal." *(TRSD Instructional policy manual)*

Classroom Expectations

- Attendance and Absence
  - ⇒ Students are expected to attend class regularly.
  - ⇒ Students who arrive in class 5 minutes after the bell or later will be marked as LATE.
  - ⇒ Students who arrive with 15 minutes or less left in class will be marked as absent
  - ⇒ Students who are absent for class are responsible for gathering missed work and asking questions.
- All members of the classroom community are expected to be polite and respectful to all staff, students, and property in the classroom.
- **Use of Personal Devices**
  - ⇒ Devices and accessories must be turned off and put out of sight during teacher instruction.
  - ⇒ Students may listen to music during independent work time, **with teacher permission**. If there is any other reason that a student must use their device, **permission must always be given** prior to its use. Parents/guardians are welcome to contact the office as needed.
  - ⇒ If students cannot comply with the technology expectations, their device will be placed in a safe location until the end of class.
  - ⇒ If necessary, the student will be asked to leave their device in their locker or turn it into the office.

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