Halifax West High School
283 Thomas Raddall Dr. Halifax, NS
B3S 1R1

Contact

- ✔ Ms. L Stewart
- ✔ Business Technology 11
- ✔ Email: Leslie.Stewart@gnspes.ca

Website: http://stewarthrce.weebly.com/
Twitter: @MsStew_HRCE
Phone: 902-457-8900

Parents and students please to refer to the HRSB *Assessment, Evaluation, and Communication of Student Learning* Policy accessible at http://www.hrsb.ns.ca/

Course Introduction

Business Technology 11 introduces students to a range of business productivity software tools and their applications. The course consists of five modules. In Module 1, students will learn proper keyboarding technique and develop speed and accuracy in touch keyboarding. In Module 2, students will integrate their proficiency in touch keyboarding to design and apply document processing skills using Microsoft Word. In Module 3, students will learn to apply the principles and practices of spreadsheet software, including charting, using Excel. In Module 4, students will apply the principles and practices of desktop publishing, using Word and/or Publisher. Module, 5, computers and technology, will be integrated throughout the course.

Halifax West High School welcomes students from all over the world and it is my intent to create a safe learning environment that is inclusive of all. It is vital that we remain respectful of diversity: gender, sexuality, disability, age, socioeconomic status, religion, ethnicity, race and culture. At times, class materials we use may present world views that differ from our own. Please speak to me should a situation arise where you feel uncomfortable or offended so the issue can be addressed. I am open to discussing concerns and seeking acceptable solutions to address issues. I value all of my students and believe there is strength in our diversity. Please let me know if you prefer a name or use pronouns that are different from what is indicated on Powerschool.

Evaluation

When determining a students' final grade:

- ✔ *No single assessment tool (i.e. presentations, labs, demonstrations, portfolios, debates, written tests/quizzes) will account for more than half of the value of each Gradebook category*
- ✔ *Learning trends over time will be considered, more recent student work and the teacher's professional judgment*
- ✔ *Students will participate in a final cumulative assessment opportunity that allows them to demonstrate an appropriate range of the learning outcomes and process skills involved in the course. This final assessment, whether a written examination or alternative assessment opportunity, will be worth no more than 30%.*

Students in Business Technology 11 will explore the following modules and topics:

Module 1:	Keyboarding	30%
Module 2:	Document Processing	30%
Module 3:	Spreadsheets	20%
Module 4:	Desktop Publishing	20%
Module 5:	Business Technology Fundamentals (integrated throughout course)	

*Copy of Course Outcomes can be found on course website

Assessment Practice

Students will be provided with multiple opportunities to demonstrate their progress toward achievement of outcomes.

- ✔ Assessment **for** Learning/Formative Assessment is the ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there; instructional strategy that takes place while the student is still learning and served to promote learning
- ✔ Assessment **of** Learning/Summative Assessment is the process of analyzing, reflecting upon, and summarizing assessment information and making a judgment and/or decision based upon the information gathered.
- ✔ Assessment will take many forms, and will include observations, conversations, and products.
- ✔ Assessment Tools include, but are not limited to homework probes, quizzes, in-class assignments, tests, projects, and the final exam.

The speed goal for midterm using correct touch keyboarding technique is 30 words per minute with a goal of 40 words per minute for the end of the semester.

Creating Opportunities for Success (reference school code of conduct)

- ✔ Students are expected to attend class regularly, be punctual, be prepared with appropriate materials, and homework complete.
- ✔ Students are expected to take an active part in their own learning, and follow the HWHS school code of conduct (as outlined in the student handbook).
- ✔ Students are expected to demonstrate responsible use of technology.
- ✔ Students are expected to make positive contributions to the learning environment.

Procedural Expectations

Students are responsible for:

- ✔ *Seeking assistance with assignments when required;*
- ✔ *Requesting an extension for assignments in a timely manner when required;*
- ✔ *Completing assignments by specified due dates so that teachers can provide timely feedback;*
- ✔ *Responding to feedback provided during the learning process.*
- ✔ *In the event that a due date for an assignment is missed, it will be at the discretion of the teacher and principal to extend the deadline.*

✔ *Students who do not adhere to the extended deadline will have missed that opportunity to demonstrate achievement towards the outcomes addressed in that assignment.*

✔ When an assessment is missed due to an absence, students/ parents are asked to communicate with the teacher to arrange for the assessment to be completed.

Communication Tools

Halifax West High School will use a variety of methods to communicate student achievement throughout the school year.

✔ Parents and students are encouraged to monitor progress (as well as lates and absences) using the PowerSchool portal.
✔ Assessments may be coded as collected, late, missing, or not included in final grade. There may also be comments listed, such as areas of improvement or dates for negotiated extensions.
✔ When assessments start to be categorized in a new strand, these assessments are initially weighed heavily and may cause significant change in a student's overall grade. This weighting will become more balanced as assessments continue to be included in the new strand.
✔ While HWHS has a number of scheduled opportunities for communication between home and school (Curriculum Night, Parent-Teacher Interviews, Mid Term Reports, Final Report Cards), parents and students are encouraged to contact the teacher any time during the semester to discuss progress.

Accessing Help

In order to be successful in Business Technology 11...

✔ Extra-help is available at lunch (or by appointment before and after school)
✔ **Attend** regularly and be on time
✔ Be an **active learner**
  - *Read about the topic in advance, print off notes, use a highlighter, ask questions, use multiple resources to fully explore the material, focus your attention on the material and avoid the distractions of texting, socializing and listening to music*
✔ **Study** regularly and attempt all homework independently
✔ **Communicate** with your teacher and seek extra help when necessary

Equipment Needs

✔ Students will need a binder with loose-leaf to use when taking class notes
✔ Other materials for the course include a pencil, eraser, pen, and highlighter