

Information TECHNOLOGY



Part of Grade 8 Discoveries, Information Technology 8 is designed to provide all Grade 8 students with an introduction to the information technology options available to them at Earl Marriott. The course provides students with the skills of keyboarding, digital file management, and introduces them to the Microsoft Office suite. There is also a focus on computer ethics and online safety. Students are also given the opportunity to create their own personal website.

Assessment & Evaluation

The following evaluation is for the Info Tech 8 portion of Discoveries only, representing a 25% portion of the overall Discoveries final mark.

- ★ Keyboarding (20 %)
- ★ Word Processing (10%)
- ★ PowerPoint Presentation (30%)
- ★ Website Design (30 %)
- ★ Professionalism (10 %)

Expectations

- ★ Students are expected to follow a model of respect. Respect toward the teacher, peers, and equipment must be demonstrated on a daily basis. Failure to meet these expectations will result in immediate removal from the class.
- ★ It is expected that students will arrive to class on time and be prepared to begin work immediately at the bell. This is a professional business environment and will be conducted as such with late and absent policies.

- ★ It is the student's responsibility to make arrangements with the teacher regarding missed assignments, projects and/or tests prior to the dates away or immediately upon return to school.
- ★ It is expected that students maintain a high work ethic. Seat warming, slacking or "slothing" will not be tolerated at any time. Again, this is a professional business environment and there is an expectation of productivity at all times.
- ★ It is expected that students will produce quality work at all times. Students are expected to submit their own original work, as plagiarism is strongly prohibited and will result in a score of zero, and may be subject to a failing grade in the course. Assignments will be reduced 10% for each day late. Extensions may be granted at the teacher's discretion, however to receive additional time on a particular assignment arrangements must be made prior to the due date.
- ★ It is expected that students will understand and follow the Surrey School District and Earl Marriott's acceptable use policy on computers and the internet. There will be zero tolerance held on disregard for this policy. This will result in immediate removal from the computer lab and possibly the class.
- ★ Although not a requirement, it is strongly recommended that students have a way of backing up their work and develop a regular schedule for doing so. Routine backup of your work will save a large amount of frustration in the long run should your data become lost or corrupted. This can be done in a variety of ways, such as using a USB Flash drive, recordable CD/DVD, FirstClass Email, or an iPod/MP3 player.