

Print and Communications 25S
Course Outline
Semester 2
February, 2020- June, 2020
Course Code:0222 Credit Value: ½ Credit
Mr. Nathan Zadorozny—Ste Rose School
Turtle River School Division
nzadorozny@trsd.ca

Course Objective

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

Specific Learning Outcomes include:

- Students will plan and produce print documents conforming to recognized standards such as business letters, labels and envelopes, meeting agendas, meeting minutes, resumes and cover letters. Students will also construct research papers in a prescribed style (examples include: MLA, APA, Chicago)
- Students will participate in multi-use document editing and reviewing.
- Students will use language and ton appropriate to the communication.
- Students will incorporate elements of good design when designing documents. (Examples: balance, harmony, contrast, colour, consistency...)
- Students will organize and categorize information using outlines, graphic organizers, spreadsheets, tables, charts, file directions.
- Solve problems, reach conclusions, make decisions, and/or propose answers to questions by analyzing data/information and concepts using a spreadsheet or database.

Students will be using Spreadsheets and Databases throughout the course. This will include the following:

- Determining when to use a database and when to use a spreadsheet
- Creating a spreadsheet with formulas and logic
- Manipulating spreadsheets (sorting and beyond)
- Creating a flat file database, capturing and importing data
- Manipulating the database (sorts and queries)
- Displaying the results
- Students will learn to set up documents correctly

- Students will create handouts to support their presentation/research project.
- Students will create spreadsheets for their research project using common functions.
- Students will create charts for their research project.
- Students will create a multimedia presentation to enhance their research project.
- Students will make an oral presentation to the class accompanied by their multimedia presentation, and include handouts for the class.
- Students will enter and display information for their research project in a flat file database.
- Students will sort and query data for reports for their projects.

Topics for Consideration

Students will use authentic school, community, or workplace materials to illustrate the standards and conventions for producing documents.

- Business Letters will include learning how to letterheads, salutations, enclosures, copy notations, and using multiple pages.
- Labels and Envelopes will include courier and postal requirements.
- Meeting Agendas will include organization name, date and time, and location of the meeting, discussion topics, presenter or discussion leader for each topic, and time allotted to each topic.
- Meeting Minutes will include learning how to create a template for recording. Date, time and location of the meeting, purpose of the meeting, meeting lead or chair's name, names of people in attendance, assigned action items, and decisions made are the main topics of for consideration.
- Researching a paper using the formatting and style guide prescribed by the school. Research paper will include a title page, table of contents, bulleted and numbered lists, citations, quotations, footnotes and endnotes, headers and footers, bibliography, and an index.

Assessment/Evaluation

Students will have numerous amounts of opportunities to succeed in Print and Communications. Weekly quizzes, exit slips, current issues responses, personal journal writing, tests, projects, homework checks, and hands on activities will all be used to assess each students' abilities and needs.

70% Term work

This will include the different types and categories listed above. This will provide each student the chance to succeed, by meeting hopefully everyone's learning style.

30% Final Project

This project is to be determined at a later date.

Classroom Expectations

You are expected to be on time, prepared to learn, and respectful to all people in the classroom. All assignments and projects must be completed and handed in on time to be considered for full marks. If you miss class, please notify the school, and know that it is your responsibility to get caught up.

Students must act in a respectful and meaningful way at all times.

As the teacher I also have responsibilities that include making sure your grade is accurate, meaningful, and consistent with your understanding, and making sure you have the information you need to be successful. I will also have an open line of communication with your parents and/or guardians to ensure you are meeting everyone's expectations; your parents', your teacher's, and your own.

Please do not hesitate to ask if you need help with anything. I am always available during the school day, and I check my email at least once per evening.

Cellphone Policy

You are expected to pay attention and be respectful at all times during the lesson. ***If you are caught having a phone during class and when it becomes a distraction, I will take it for the remainder of the day.*** Students are encouraged to leave their phones out of the classroom, unless instructed by the teacher!

Late Policy

You will be considered late if you are 10 minutes late for your lesson. If a student is late, it is possible that they may not receive a participation mark for that day resulting in a lower overall grade.

Absences Policy:

Your parents/guardians will be receiving an email/phone call/letter if you are absent 5 times this year. They will be receiving another email/phone call/letter if you have absent 10 times. If you are absent more than 10 times, a parent meeting will need to be scheduled in order for you to continue with this class.

Plagiarism/Cheating Policy

1st offence- The student will receive a 0 (zero) on the assignment. A phone call/email will be sent to the parent/guardian.

2nd offence- A letter will also be sent home to the parent/guardian. The parent must sign the letter and return it to the school. The Student will receive a 0 (zero) on the assignment.

3rd offence- The student will receive a zero on their assignment and they will be referred to the principle for further disciplinary action. A meeting will need to be arranged with the parent/guardian to address the severity of this issue.

Late Assignment Policy

Late assignments will only be accepted according to the teacher's discretion. Students will not be allowed to hand in late assignments; and they will be entered as an incomplete on the Maplewood marking system.

Final Note for Parents/Guardians:

I have read the ***Print and Communications*** course outline and am familiar with its contents. I have reviewed the classroom rules and expectations and am prepared to participate in a positive way according to these rules and expectations. I understand that this is a classroom contract and will try my best to uphold it.

Date Read: _____

Student's Name: _____

Student's Signature: _____

Parent/Guardian's Name(s): _____

Parent/Guardian's Signature(s): _____

Parent/Guardian's Email Address: _____

Any initial comments or concerns please list

below: _____
