

# Computer Studies 10, 11 & 12 Course Outline

Teacher: Ms. Bandali  
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Room: 18 (Media Lab)

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Welcome to Computer Studies 10, 11 and 12! Over the next 5 months, we will explore a variety of concepts related to Computers. Computer Skills provides important abilities needed in the workplace and in life. Understanding how computers work and how to implement these skills in everyday life requires not only learning the skills but also being able to apply that knowledge to real-world Applications. The final project will require an understanding of the skills obtained in class and will be presented in the last week of class. By the end of this course, you will have developed an important foundation of skills, attitudes, knowledge and respect of computers. There is no final exam for this class.

## **The Big Ideas that you need to be able understand are as follows:**

1. Social, ethical, and sustainability considerations impact design.
2. Complex tasks require the sequencing of skills.
3. Complex tasks require different technologies and tools at different stages.

## **The Big Ideas will be developed by considering the following topics, which will be covered in various degrees of detail over the course.**

- Microsoft programs including Excel, PowerPoint and Word
- Animation using PowerPoint and Stykz
- Website Design: Including BBEdit and Weebly
- Ethical considerations: including the right to publish websites and the content of websites and presentations
- Understanding media from different points of view including the producer and the audience
- Understanding how websites and others forms of media convey a specific story/message
- Security on the Web and on computers
- Cyberbullying
- Cyber-safety

### **Course Evaluation:**

Assignments	20 %
Tests and Quizzes	20 %
Projects	35 %
Final Project	25 %
<b>Total</b>	<b>100%</b>

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## Class Expectations:

**Attendance**→ Regular attendance is **key** to success in Computes 10, 11 & 12. If, for whatever reason you are away, **YOU** are responsible to get any notes, handouts, and/or information from your contact person, the front folder box, or from the website.

**Homework & Assignments**→ Although time will be given to complete most assignments in class; some assignments will require time out of the class to finish. When homework is assigned, it is due the next day at the **beginning of the class**. All work to be handed in must be **clearly labeled with name, date, and assignment information**.

**Required Materials:** Have these with you every day.

- Binder with loose-leaf paper
- Pens of various colors
- Pencils
- Eraser
- Scientific Calculator
- Well rested and inquisitive mind

## **Quizzes & Tests**

Quizzes and tests will occur occasionally throughout the course. Please be on time as extra time will not be given. If you are away during a test for a legitimate reason you may take the test at a different time (within 2-3 days of your return to school). If you have no reason to be away, you will receive a grade of 0%. Please have all necessary material with you when you are scheduled to write the exam.

Computers can be a very rewarding course if you engage in it. You need to be an active member of class, involve yourself in discussions, ask questions to clarify, extend your learning and if time permits pursue your own personal interests as long as they are school appropriate.

I am available before school from approximately 8:10 - 8:32, most lunch hours and sometimes after school for extra help.

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Computers 10, 11 & 12:

Parents/Guardians, in order to keep in touch with you, please fill out this portion of the course outline (please print) and have it returned to me by the end of the first week of school. (It will be worth marks!!) Feel free to contact me at lunch, before, or after school at 250-788-2267 or by email at [abandali@sd59.bc.ca](mailto:abandali@sd59.bc.ca)

Student name: \_\_\_\_\_

Parent/Guardian name(s): \_\_\_\_\_

Parent/Guardian phone #: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_