CTS COMPUTERS 10

Course Outline Semester 1, 2021-2022

Teacher: Mr. Phelps phelpsd@prsd.ab.ca

Key Message: Welcome to CTS Computers 10. A course that will afford you some of the basic skills needed to work in a digital learning and work environment. It also seeks to help you build financial literacy skills that will benefit you in your financial future. The concepts covered in this course are very much pertinent in your day to day lives and will continue to be so in the future as you move into a professional working environment and become an independent adult. Almost all professions require a basic knowledge of computers and the software/applications they use. This is your opportunity to learn and apply these skills as you prepare to move forward through highly successful academic and professional careers.

Success Plan: Your ability to be successful in this course is highly dependent on the following things:

· **Regular attendance** - To be successful in CTS 10, the student must be attending classes and completing the work associated with learning the concepts and skills of the course. The student is responsible for getting notes and doing the work that was assigned if they are absent/late. If the student knows that they will be away, please notify the teacher so the student can pick up their work so they do not fall behind.

· **Arrive on time/Be prepared** - It is expected that you are in your desk ready to start class when the bell goes. If you are unable to avoid being late, please enter the classroom with a minimum of disruption.

· **Work Habits** - It is expected that the students use their class time to the best of their abilities. I expect everyone to be listening when I am providing instruction. Please raise your hand and ask questions at any time during the class. Respectful behaviour is a necessity for all members of the class and shall be reciprocated.

· **Attitude** - Another necessity for this course is independence and accountability. You are responsible for engaging in the class, keeping up with the work, and asking for help if needed.

Course Overview/Description: Students will have the opportunity to earn between 5-6 credits depending on their personal work ethic and ability to move through ideas at a consistent pace. The modules that we will be covering include workplace safety systems, spreadsheets, keyboarding, personal finance, taxation, digital presentation and/or word processing. The keyboarding module will be embedded throughout the entire course allowing you to practice your skills on a daily basis. CTS courses enable students to make reasoned and effective career decisions and target efforts to meet their goals. CTS also enables students to develop the confidence they need as they move into adult roles by allowing them to assume increased responsibility for their learning; cultivate their individual talents, interests and abilities; and define and act on their goals.

Scope and Sequence:

Module	Dates	Topics
HCS 3000: Workplace Safety Systems	Sept. 7th - Sept. 17th	You will learn about workplace safety, hazard management, and legislation. This course is a prerequisite for any off-campus learning experience and is meant to prepare you for your experience.
INF 1060: Spreadsheet	Sept. 21st – Oct. 22nd	Basics of spreadsheet, managing, formatting, layout, printing, simple formulas, and charts in spreadsheet.
INF 2020: Keyboarding	Ongoing daily	Meeting common typing standards, routines, technique.
FIN 1010: Personal Financial Information	Oct. 26th – Nov. 26th	This Financial Life Skills course is designed to help students prepare for the financial issues they will face when they leave school. It will help them gain the basic knowledge, skills and confidence they will need when making financial decisions as they transition into adulthood.
FIN 2060: Personal Taxation	Nov. 29th – Jan 21st	Students will explore taxation in Canada. They will use case studies to guide them in performing tax returns in both paper and digital formats.
INF 1070: Digital Presentation Or INF 1030: Word Processing	Optional (These dates will vary and likely occur throughout the course)	Create, enhance, and deliver visually appealing digital presentations. Microsoft word basics, letters and memos, graphics, reports, and tables.

*Timelines are tentative and may change. Timelines are contingent upon students using their class time in a highly efficient manner.

Teaching Methodology: Much of the work completed in this course will be explained through the use of online resources. These resources include text-based instructions, videos, animations and other forms of media. Direct instruction will occur when required but by design, the course is student-centred. Students will be informed of what they are expected to complete on a daily basis and will be regularly reminded of timelines. The use of online resources allows the teacher to act as a coach on a more individualized basis should students encounter difficulty with topics.

Assessment: Student progress will be assessed using a series of rubrics applicable to each unit. Additionally, summative assessments in each module will be graded to determine the course mark. Assignment marks will comprise 100% of the course mark, therefore, assignment completion is vital to student success. There is no final exam for this course.

Resources:
- LearnEveryWare online learning program
- LearnAlberta.ca
- Commonsensemedia.org
- Alberta Program of studies
- Headphones
  - Students are encouraged to bring their own set of headphones/earbuds with built-in microphone. These will be useful for many parts of the course.
  - A set can be provided.

PowerSchool: This portal is a tool for students and parents to look at student progress and attendance. Student marks will be updated on a regular basis, roughly every 2 weeks. You and your parents can access this information by visiting the student/parent section at www.fairviewhigh.ca .

Students seeking additional support should speak with Mr. Phelps to arrange a time to meet. Please contact him through email: phelpsd@prsd.ab.ca