

COMMUNICATION PLAN FOR DATA PROCESSING 12

Course Description:

In Data Processing 12 students will develop skills in creating, manipulating, organizing, and generating data through the use of computer software. In the process of learning the various programs, students will develop skills in communication, problem solving, research, and analysis. Students will conduct research on the latest advances in technology, construct multimedia products, and create a personal portfolio. Learning experiences will involve not only individual but group collaborative assignments and projects.

Assessment:

Student performance and achievement will be assessed on a daily basis throughout the semester using a variety of methods--group and individual assignments, tests, exams, class participation and conduct. The course will also include the development of skills in grammar and English communication (reading, writing, and oral expression skills). This is a hands-on class and regular attendance is an essential component for success in this course.

Marks will be determined as follows:

Final Semester Mark		
Daily assignments/projects/individual class participation and conduct/group participation		
Assignments	25 Points	
Projects	15 Points	
In Class Progress	10 Points	50%
Mid-term Comprehensive		20%
Final Exam		30%

A mid-term progress report will be given to each student indicating his/her progress to date. The mid-term progress report represents a mark based 50% of the mid-term comprehensive assessment and 50% on the other assessment pieces completed at the time of the report.

Students are responsible for completing all assigned course work. Late assignments and projects will be deducted 10% for each day they are late. If you are absent on a scheduled due date, it is still your responsibility to submit the assignment on time. Students who miss class time are responsible for keeping their work up to date. Please refer to Sydney Academy's Assessment Policy at <http://sacademy.cbv.ns.ca> select Administration>Communication Plan. All assignments and projects for this course can be accessed on line by going to the Sydney Academy Website **selecting--Staff>Staff Sites>Mrs. Ava Davidson>Data Processing 12.**

If you have any concerns, please contact me at the school (562-5464), or by e-mail (adavidson@staff.ednet.ns.ca). I look forward to a successful semester with your son or daughter. **A copy of the Communication Plan should be retained for reference throughout the semester. However, you can access a copy through the Sydney Academy Website.**

Ava Davidson
Business Teacher