

Communication Plan
Word Information Processing

Leanne Mombourquette

Course Description:

Word Information Processing 12 is a hands-on course with the teacher acting as a facilitator. The course introduces students to the challenging, ever expanding world of business computing. The course will familiarize students with the Adobe Page Maker, Adobe Photoshop, Microsoft Word, Excel, and PowerPoint. The Word Information Processing 12 course will help students acquire the knowledge and skills needed to utilize Adobe Page Maker, Adobe Photoshop, Microsoft Word, Excel, and PowerPoint to produce various types of documents including the Sydney Academy Yearbook. A student's full attendance is an essential component for success in Word Information Processing.

Student Assessment:

- A. Course content, knowledge, and skills will be assessed on a daily basis throughout the semester by means of numerical values listed below. The course will also incorporate skills devoted to grammar and English communication (reading, writing, and oral expression skills), to enhance independent thinking and learning while using both creative writing as well as a comprehensive knowledge of basic computer input.
- B. Assessment will include marks for participation, presentations, tests, assignments, projects (both homework and class work) as well as formal examination at the end of the semester.
- C. Semester Marks:
 - 1) **Tests: 20%**
 - 2) **Midterm: 20%**
 - 3) **In Class Assignments: 15%**
 - 4) **Assignments: 15%**
 - 5) **Portfolios: 30%**
- D. There would be no make-up tests or assignments required for missed components of the assessment **due to an excused absence**. Instead the value of other assessment pieces would be **pro-rated** to determine the assessment mark. Students who miss assessment pieces due to an **unexcused absence** will be given a mark of **zero** (All excused absences must be reported with-in five days of the absence to be excused).
- E. The mid-term progress report to students will represent a mark based 50% on the midterm comprehensive assessment and 50% on the other assessment pieces completed at the time of the report. **This mark will not be used to determine a**

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percentage of the final mark already completed since marks for tests, projects, assignments, labs, etc. are based on what is assigned in those categories for the entire course.

F. Due Dates

- All assignments must be passed in on time. There will be few, if any extensions.
- Each day an assignment is late, 20% will be deducted from the final grade of the assignment.

If the student is absent on the scheduled due date, have a friend or relative deliver the assignment or e-mail the assignment to the teacher at lmombourquet@staff.ednet.ns.ca.

Communication Methods:

Communication with parents/guardians will be through the use of formal Report Cards, Monthly Attendance Reports, and scheduled Parent/Teacher meetings. If the need arises, further communications through telephone calls and personal meetings may be required.

I look forward to a successful semester with your son or daughter. If you have any questions or concerns, please contact me at 562-5464.

Sincerely,

Leanne Mombourquette

Parent/Guardian Signature

Contact Number

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