McCreary School

Applying Info and Communication Tech I & II Course Outline

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Semester: 2   Course Schedule: Day 1& 4 8:45-12:00 and Day 3 – 1:00-3:30

Course Designation: 15F   Credit Value: 0.5 half credit each totally 1.0 credits

Date: February 2024 – June 2024   Prerequisites: None   Course Code: 0217

Course Description:

The purpose of this course is to provide students with an opportunity to expand upon previously learned ICT skills. Students will use office productivity software to meet a variety of project outcomes, such as the creation of documents, spreadsheets, databases, web pages, and presentations. In addition, students will focus on mastering skills related to Microsoft office 365, and their TRSD email. The Internet and email will be used as communications tools to assist in the research and data-gathering process. Ethical considerations, acceptable use, and the challenges associated with various uses of ICT in the home and workplace will also be examined. **Curriculum Document** https://www.edu.gov.mb.ca/k12/tech/index.html

General Learning Outcomes:

1. **Human Relations:** Students will demonstrate tolerance, teamwork, leadership, and

   responsible, ethical, and moral behavior.

2. **Literacy and Communication:** Students will demonstrate effective communication

   skills in listening, speaking, reading, writing, viewing, and representing.

3. **Problem Solving:** Students will demonstrate appropriate problem-solving skills while

   seeking solutions to technological challenges.

4. **Technology:** Students will develop the abilities to use, manage, and understand

   information and communication technologies by exploring software, programming

   languages, and computer-controlled devices.

Required Materials:

✓ Binder, Loose Leaf, Pencils/Pens (both red and blue), Laptop/Computer

Assessment and Evaluation Strategies:

The purpose of assessment and evaluation is to improve student learning. Assessment and evaluation is based on the provincial curriculum expectations and the achievement levels outlined in the curriculum document. In order to ensure that assessment and evaluation are valid and reliable, and that they lead to the improvement of student learning, teachers use a variety of strategies throughout the course, including: providing students with feedback about their work (known as assessment for learning), helping to set learning goals and monitor their own progress (known as assessment as learning), and evaluation and reporting of progress in the form of grades and marks (known as assessment of learning).

Course Assessment & Evaluation:

Participation 10%

Midterm Project 20%

Course Work- 50%

Final Cumulative Project 20%

Units of Study:

1. *Emails-* **Outlook TRSD (10 Hours)**

☐ Students will learn how to send a proper email in a professional and meaningful way

☐ Accessing email at home and at school

☐ Creating groups, contacts, and personal contacts

2. *Word Processing* **(15 Hours)**

☐ Formatting and designing documents, including:

☐ Referencing sources of text and inserted objects

☐ Including headers, footers, and pagination

☐ Choosing fonts and colours

- Basic typing practice/skills

3. *Podcasting-(10 hours)*

• Students will learn how to effectively create a podcast online in a topic of their

interest.

• Learning how to outline, create a script, timeline, and storyboards will be focused on

4. *Presentations* **(10 Hours)**

☐ Conveying the message

☐ Creating an outline

☐ Creating speaking notes

☐ Creating a consistent design

☐ Customizing images and backgrounds

☐ Inserting objects and linking to resources, including audio, video, and animation

5. *Graphics* **(10 Hours)**

☐ Importing images and getting permission

☐ Capturing still images (cameras and scanners)

☐ Drawing and changing images

6. *Microsoft Office 365* **(20 Hours)**

☐ Using Microsoft programs

☐ Teams, Word, Powerpoint, Excel, Sway, Forms

☐ Breaking down how to use them properly and effectively, in regards to remote learning

7. *Spreadsheets and Databases* **(10 Hours)**

☐ 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

8. *Web Page Design* **(10 Hours)**

• Students will create a webpage, online blog posting about a topic of their choice.

• Will be a continuous project throughout the semester.

• Creating a small business, personal profile

9. *Artificial Intelligence* **(10 Hours)**

• How technology can help support day-to-day work, learning, and efficiencies

• Chat GPT

• Ethics of using A.I.

10. **Effective Use of Technology** *(10 hours)*
- Students will learn how to effectively use new software and web applications to complete basic work.
- Students will examine different useful websites and determine if they are useful and how they can help
- Students will make critical thinking decisions to determine what websites are useful and those that are wasting time and not effective with supporting them
- Basics to how computers work as well as their components
- Review of hardware and software components

Bonus - ***Video/Movie Design*** *(only if time available)*

• *Students will learn how to create mini commercials, movies related to a small*

business, topic of their choosing

• *Storyboards, outlines, chats, photo-shop, Adobe Video, will all be a main focus*

Classroom Expectations for Students:

1. Every student is expected to keep a neat, well-organized notebook and portfolio for:

• class notes and handouts
• homework assignments and tests
• project and task materials
• research work

2. Students are expected to be willing and active participants in all course activities. This includes completing all assignments both on time and with sufficient effort and honoring all of their commitments. (Try your best and remain open to new ideas and to use your time in class for reflection and exploration!)

3. Students will contribute to a positive learning environment by:

• arriving in class on time and either taking their seat or going directly to work.

• bringing *your laptop and notes to every class*

• working quietly and staying on-task at all times.

• Being respectful to others and respecting their property: The art room is a place where all students should feel safe and respected for who they are. This cannot happen in a classroom where there is judgment, or hostility.

• always practicing safe work habits and reporting unsafe or hazardous situations to the teacher.

• cleaning up the classroom before and after

▪ Students are expected to arrive for class on time and prepared (with all required materials).
▪ If a student must be absent from class, prior notice should be given, and any missed work must be completed immediately after the student returns to class. It is the student's responsibility to ensure all missed work is completed.
▪ All assignments are to be completed to the best of the student's ability. Substandard work will not be accepted, and the student will be required to redo the assignment properly.
▪ This is high school art course and students are expected to behave as responsible young adults. As principal duties may require my absence from class on occasion, students are expected to be able to work independently and with limited supervision. This includes being self-sufficient on occasions where I am unable to attend the start of class or am called away during scheduled class time.

Cell Phone Policy:

Cell phones are not to be used in class unless it is specifically at the direction of the teacher and only used for schoolwork.

o The use of cellphones and other electronic devices is permitted for reference and research purposes **only**. Proper use of devices during class time includes: Work related research for information and testing
▪ Beyond these reasons, use of devices during instruction or work periods is not permitted. Consistent abuse of cellphone use in the classroom, after multiple warnings, could result in a ban of a student's cellphone in class.

Plagiarism/Cheating Policy:

The school handbook outlines the expectations in regards to academic dishonesty (If at any time you are unsure about an assignment it is the student's responsibility to ask for clarification), attendance and the use of technology.

1st offence- The student will receive a zero (0) 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/guardian must sign the letter and return it to the school. The student will receive a zero (0) on the assignment.

3rd offence- The student will receive a zero (0) 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 and Missed Assignments - Student Roles and Responsibilities

Students are expected to hand in assignments on the due date. Late assignments will only be accepted by the teacher's discretion. It is up to the student to communicate with the teacher if they cannot complete the assignment on the expected due date. Continual tardiness may result in a loss of marks.

Students are also expected to be responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher; understand that there will be consequences for not completing assignments for evaluation and/ or for submitting those assignments late; use class time productively; in extenuating circumstances, request an extension from the teacher before the due date. *Mark deductions for late and missed assignments may apply.*