

**Course Outline**  
**Information and Communication Technology 15F**  
**Semester 1 September, 2020-January, 2021**  
**Credit Value: ½ Credit**

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**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.

## **Course Evaluation:**

70% Course Unit Work

30% Final Examination/ Project

## **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. *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

### 3. *Word Processing* (10 Hours)

- Formatting and designing documents, including:
- Referencing sources of text and inserted objects
- Including headers, footers, and pagination
- Choosing fonts and colours

### 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. *Spreadsheets and Databases* (20 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

#### 7. *Web Page Design* (20 Hours)

- Making your words, images, and sounds communicate a message

### **Classroom Expectations**

You are expected to be on time, prepared to learn, and respectful to all people in the classroom. All assignments and projects must be completed and handed in on time to be considered for full marks. If you miss class, please notify the school, and know that it is your responsibility to get caught up.

Being in a class that requires the gymnasium it is important that students follow directions at all times. Students must act in a respectful and meaningful way at all times. A gymnasium can be a very hostile place if students are acting in an uncontrolled manner. Anyone caught acting unacceptably will be asked to leave the gymnasium immediately. It is important to compete, learn, and most importantly have fun in Physical Education Class!

Late marks, zeros, and incompletes will be given according to the Ste Rose School Policy Handbook.

As the teacher I also have responsibilities that include making sure your grade is accurate, meaningful, and consistent with your understanding, and making sure you have the information you need to be successful. I will also have an open line of communication with your parents and/or guardians to ensure you are meeting everyone's expectations; your parents', your teacher's, and your own.

Please do not hesitate to ask if you need help with anything. I am always available during the school day, and I check my email at least once per evening.

### **Cellphone Policy**

You are expected to pay attention and be respectful at all times during the lesson. ***No phones will be allowed inside in the gymnasium during class. If you are caught having a phone during***

*class, I will take it for the remainder of the day.* You are there to be physically active and to have fun/learn with your peers. I don't see any reasons to have a cellphone during this class.

### **Late Policy**

You will be considered late if you are 10 minutes late for your lesson. If a student is late, it is possible that they may not receive a participation mark for that day resulting in a lower overall grade.

### **Absences Policy:**

Your parents/guardians will be receiving an email/phone call/letter if you are absent 5 times this year. They will be receiving another email/phone call/letter if you have absent 10 times. If you are absent more than 10 times, a parent meeting will need to be scheduled in order for you to continue with this class.

***\*Note: Any unexcused absence will result in a 0 for a participation grade for that day.\****

### **Plagiarism/Cheating Policy**

*1<sup>st</sup> offence-* The student will receive a 0 (zero) on the assignment. A phone call/email will be sent to the parent/guardian.

*2<sup>nd</sup> offence-* A letter will also be sent home to the parent/guardian. The parent must sign the letter and return it to the school. The Student will receive a 0 (zero) on the assignment.

*3<sup>rd</sup> offence-* The student will receive a zero 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 Assignment Policy**

***Late assignments will only be accepted according to the teacher's discretion.*** Students will not be allowed to hand in late assignments; and they will be entered as an incomplete on the Maplewood marking system.