

Course Outline
Information and Communication Technology II
Semester 2- February, 2021- June, 2021

Credit Value: ½ Credit

Mr. Nathan Zadorozny- Ste Rose School

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Course Description:

The purpose of this course is to reinforce and extend the ICT knowledge, attitudes, and skills acquired by students in the first section of senior high ICT. The course will further prepare students to ICT and learn and demonstrate their learning in all senior years courses, moving forward.

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. Podcasting-(20 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

2. 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

3. Web Page Design (20 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

4. Sourcing and Date Collection (15 hours)

- Analyzing whether information collected from media sources is sufficient and/or suitable for purpose and audience.
- Sources include websites, CD-ROMs, emails, Videos

5. Video/Movie Design (20-25 hours)

- 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

6. Spreadsheets and Databases Part 2 (15 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

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.
- 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.

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.

Plagiarism/Cheating Policy

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

3rd 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