Applying Information and Communication Technology 1 &2

Ms Sarah Harder
Room 111

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, spreadsheet, databases, web pages, and presentations. In addition, students will explore the production of multimedia through a variety of projects that emphasize the use of graphics, animation, audio, and video. The integration of software tools will be utilized to complete complex tasks and projects. The Internet and email will be used as communication 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.

Topics of Study

1. Introduction to Computers and Network Use and Storage
2. Ethical Considerations and Health Issues
3. Word Processing
4. Spreadsheets
5. Graphics and Multimedia
6. Presentations
7. Web Page Design

Mark Breakdown

In-class assignments, quizzes and term projects will be used to assess how students meet the course outcomes.
*Note: Students must complete major term projects in order to get course credit.
*This course is made up of two 0.5 credit courses and a final mark will be given at the end of each semester.

Specific Learning Outcomes to AICT 1&2

Students will…

1. Organize and categorize information using outlines, graphic organizers, spreadsheets, tables, charts, and file directories.
2. Solve problems, reach conclusions, make decisions, and/or propose answers to questions by analyzing data/information and concepts using a spreadsheet or database.
3. Design electronic plans including outline, timelines, and storyboards.
4. Design and create non-sequential web pages and branching multimedia presentations.
5. Simulate an abstract concept or real process using animation.
6. Assess textual, numerical, aural, and visual information, as well as the sources of the media, to determine context, perspective, bias, and/or motive.
7. Analyze whether information from media sources has been manipulated.
8. Analyze whether information collected from media sources is sufficient and/or suitable for purpose and audience.
9. Discuss information, ideas, and/or electronic work using tools for electronic communication.

Specific Learning Outcomes Common to All ICT Courses

Students will...

1. Evaluate original inquiry questions and create new questions for future inquiry.
2. Incorporate new information with prior knowledge and adjust inquiry strategies.
3. Assess textual, numerical, aural, and visual information, as well as the source of the media, to determine context, perspective, bias, and/or motive.
4. Self-assess ICT representations and go beyond established criteria by enhancing meaning and/or artistry, according to topic, audience, purpose, and occasion.
5. Adjust communication based on self-evaluation and feedback from a global audience.
6. Self-monitor learning goals, reflect on the value of ICT to complete learning tasks, and set personal goals for using ICT to learn.
7. Identify possible health issues associated with using ICT. *(Examples: ergonomic factors, inactivity, carpal tunnel syndrome, repetitive stress injury, eye strain, addictive/obsessive behaviour…)*
8. Apply school division's acceptable-use policy for ICT.
9. Apply safety guidelines when communicating electronically. *(Examples: email, web pages, threaded discussions, videoconferences, chats, instant messages, camera phones, wikis, blogs, podcasts, online whiteboards…)*
10. Explain consequences of unethical behaviour. *(Examples: cyberbullying, promotion of prejudice and hatred, copyright violations, plagiarism, willful destruction/manipulation of data, hacking, propagation of viruses, spamming, software piracy, consumer fraud, identity theft...)*
11. Apply guidelines for ethical and responsible use of ICT. *(Examples: respect others' privacy, protect personal information, follow security procedures, respect intellectual property and credit sources, use licensed software, discourage cyberbullying, collect data ethically, and analyze information ethically…)*
12. Evaluate effects of personal ICT behaviour on others.
13. Weigh personal benefits and risks of using ICT.
14. Analyze various ICT skills and competencies required in personal career choices.
15. Analyze advantages and disadvantages of ICT use in society. *(Examples: lack of access, consequences of unethical use, ease of manipulating data, ease of communicating information, addictive/obsessive behaviour)*