

## **Information Technology and Communications (ITC401A)**

### **Course Outline**

The primary purpose of this course is to promote technological literacy. ITC helps prepare students to meet personal needs, provides an awareness of the variety of careers, and lays a foundation of skills for life-long learning by exposing students to a broad range of digital-age literacy abilities and knowledge.

Students are expected to work with a moderate degree of independence. The teacher's role is to act as a facilitator and coach.

### **General Outcomes**

After the completion of the course, students should be able to:

1. Understand the basic parts of the computer and the proper care and handling of hardware and software
2. Understand and demonstrate proper keyboarding techniques
3. Understand and identify the basic function and parts of a computer system
4. Understand concepts of and use of major software applications
5. Understand implications of computer technology in society
6. Develop the ability to use word processing software
7. Understand concepts of word processing software
8. Use technology resources for effective communication and information sharing
9. Access, evaluate, and select information using technology

### **Areas of Study**

1. Keyboarding
2. WordPerfect
3. Literacy
4. Internet and E-mail

### **Course Grading Assignments – 1<sup>st</sup> Term**

Keyboarding, Technique, Speed	45%
Assignments and Class Marks	25%
Exam	20%
Quizzes	10%

### **Course Grading Assignments – 2<sup>nd</sup> Term**

Assignments and Class Marks	45%
Keyboarding, Technique, Speed	25%
Exam	20%
Quizzes	10%

## ***Expectations***

In order to be successful in this course, there are several points that students should keep in focus throughout the semester.

- Attendance is critical since the course is very hands-on and skills-based. Experiences in class form the basis of learning. Students who are absent are asked to have a parent or guardian call the school or bring a note from a parent or guardian.
- Students are responsible for all course work. Students are expected to complete their own work and make up any missed work.
- Punctuality is important to ensure that initial instructions are heard and understood.
- Review class web site frequently and use it as a resource to complete work.
- Practice outside class time either at home or on library computers.
- Follow the expectations outlined in the Eastern School Board's acceptable use policy for computing. Modifying, interfering with, or trying to get past the security provisions of the network or workstations is prohibited and can result in loss of access privileges.

Class Web: [www.edu.pe.ca/gray/class\\_pages/spcain](http://www.edu.pe.ca/gray/class_pages/spcain)

E-mail: [spcain@edu.pe.ca](mailto:spcain@edu.pe.ca)