

# Information Technology Communication 401

## Course Outline

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**Texts:** Books - Keyboarding and Information Processing  
- Computer Concepts

**Units:** 30 - 35% - Keyboarding Skills  
25 - 30% - Word Processing & Desktop Publishing  
5 -10% - Visual Presentations & Audio  
5 -10% - Spreadsheets & Graphing  
5 -10% - Computer Literacy  
5% - Internet & E-mail  
5 -10% - Digital Imaging, HTML Code, & Web Design

**Keyboarding Mastery:** The student will master the alphabetic keyboard by “touch” in addition to building accuracy and speed. Software MTMM (Multi Type Multimedia)

**Word Processing/Desktop Publishing:** The student will learn how to create, save, edit and revise documents including formatting text, page, documents, tables, desktop publishing, merging and sorting. Software: Microsoft Word 2007 & Microsoft Publisher 2007

**Visual Presentations:** The student will learn to make interesting and informative presentations of material through the use of sight, sounds and special effects. Software: Microsoft PowerPoint 2007

**Spreadsheets:** The student will gain an understanding of uses, applications and advantages of spreadsheets as well as gain an understanding of basic spreadsheet features including function and formula writing and creating and printing graphs and charts to illustrate patterns and trends. Software: Microsoft Excel 2007

**Computer Literacy:** The student will learn about the parts and functions of the computer, the importance and functions of software applications, methods of protecting electronic data, care and maintenance of computer systems, computer ethics and social issues, computer crime, career opportunities and management and distribution of files.

**Internet/E-mail:** The student will learn to distinguish between various search methods, learn to use search parameters, and learn to transfer text and images to a word processor and reference electronic information. The student will learn to send and receive e-mail, add attachments and to process received mail using the educational e-mail program provided by the Department of Education.

**Digital Imaging/Web Design:** The student will create and create digital images, work with audio and video and be introduced to HTML code and basic web page design.

Please turn over ...

**Marking:** Keyboarding marks will be calculated from accuracy, speed, consistent progress, and completion of the required skill lessons. Other sections will be mainly project-based, with some online assignments and homework included.

Late assignments will be penalized 10% per day.

Late assignments will not be accepted after the other students have had theirs returned.

**Absences:** You are responsible for all work missed during an absence.  
Call or e-mail a classmate or check on-line ([www.edu.pe.ca/sourishigh/](http://www.edu.pe.ca/sourishigh/)) to get the homework and assignment information.

**Materials:** scribbler or loose-leaf binder                      pencils or pens

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### **Class Rules**

- Be on time.
- Be polite. Don't interrupt when others are speaking. No unnecessary noise.
- Don't skip class - it's detrimental to your progress.
- Complete your assignments on time.
- Hats and coats off. Leave bookbags at the back of the class.
- Keep the chair's four legs on the floor.
- Near the end of class, wait in your chair until the bell rings. Push chair under desk.
- Shut down and power off the computer to lessen the heat and noise in the room.

### **Computer Lab Rules**

- You and your parents must have signed an Acceptable Use Policy form.
- Internet - No accessing games, pornography, hate literature, dangerous sites, chat lines.
- No downloading files unless permission is granted.
- Don't give out your password or use anyone else's.
- No handling disks, programs, or computers of other students.
- No damaging equipment, removing cables, marking on computers or desks.
- No eating or drinking in the lab.