ITC 401 Course Syllabus

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School Phone: (902) 838-0835
Classroom: Room 221
Texts: MTMM Century 21 and Lab manuals

Description:
ITC 401A will provide foundational computer technology experiences. In this course students have the opportunity to enhance skills in the following: keyboarding, word processing, desktop publishing, visual presentations, spreadsheet and graphing, computer literacy/operating systems, and effective Internet and email usage. The above skills are essential for computer integration across the curriculum, for computer literacy, and for participation workplace. Proper keyboarding skills help to reduce injury and strain as a result of increased use of computer technology. 

THIS COURSE IS HIGHLY RECOMMENDED FOR ALL GRADE TEN STUDENTS.

Necessary Materials:
Binder (to hold handouts), loose-leaf, pencil or pen

Expectations:
Of Student: Students are expected to arrive to each class on time and with all necessary materials. Students will promptly sit in their assigned seat and turn on computer and monitor, unless otherwise instructed. While any instruction is happening, monitors must be turned off (this goes for reading period as well) unless otherwise told. Be prepared to give each task your best effort. Ask for assistance when needed. Be respectful of yourself, the teacher, your classmates, and the computer equipment. Report any broken equipment that you notice at the beginning of each class.

Of Teacher: All students will be treated fairly and with respect in ITC 401. Lessons and activities are aligned with the provincial curriculum. Extra help will be provided upon request.

Policies:
Homework: The student is expected to complete assigned homework before the beginning of next day's class.

Extra Help: It is the student’s responsibility to approach the teacher and arrange for a mutually agreeable time to receive extra help (before/after school or at lunch) if needed.

Assignments: There are many assignments and tasks in this course, none of which should be ignored. If a student does not complete assigned work during the allotted class time, it must be completed outside of class time. If students do not have access to a computer at home, they are able to access computers at school. MRHS students have access to computers in the two computer labs, several breakout rooms, and in the library. If these locations are locked, please see the teacher to gain supervised access.
**Late Assignments:** Assignments are due at the beginning of the class on their due date, unless otherwise stated. Assignments must be complete and on time. It is at the discretion of the teacher whether late assignments will be accepted. Work not submitted by the due date will be penalized 10% per day.

**Tests:** If a student has a legitimate and unavoidable reason for not writing the test on the day it is given, they will be permitted to do so the day of their return, provided they give the teacher a note explaining the reason for the absence, signed by a parent or guardian.

**Attendance:** Students are expected to attend class daily and be on time for each class.

**Honesty:** Students are expected to be honest. Plagiarism is the unacknowledged use of the information, ideas, or phrasing of other writers. It is an offence comparable with theft and fraud. One is responsible for plagiarism when the exact words of another writer are used without using quotation marks and giving credit to the source of the work, or if the works of another are summarized or paraphrased without giving due credit¹. Students who plagiarize material from another student or from another source will receive a mark of zero on the assignment and/or a mark of zero for ITC 401. Acts of plagiarism will be recorded on the student’s file.


**Cell Phones/Electronic Devices:** No cell phones are permitted in the classroom. Listening to a personal audio device is not permissible in this class.

**Passing in Material for Marking:**
Hard copies of all assignments are to be passed into the appropriate location when completed. Please make sure that you **save everything with the filenames and in the location requested** so both you and I can both locate the files when necessary.

**Assessment**

<table>
<thead>
<tr>
<th>Topic Software</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Keyboarding Mtmm, Century 21</td>
<td>25%</td>
</tr>
<tr>
<td>Literacy</td>
<td>7%</td>
</tr>
<tr>
<td>Word Processing Word 2007</td>
<td>25%</td>
</tr>
<tr>
<td>Visual Presentations PowerPoint</td>
<td>17%</td>
</tr>
<tr>
<td>Internet Research &amp; Email Internet Explorer &amp; Netmail</td>
<td>10%</td>
</tr>
<tr>
<td>Spreadsheets Excel</td>
<td>13%</td>
</tr>
<tr>
<td>Graphics Paint Shop Pro</td>
<td>3%</td>
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</tbody>
</table>

*This section has a major project worth 7% of the student’s final grade.*

There is no final exam in this course.

**ITC 401 on the Web:**
The course blog can be accessed at [http://edu.pe.ca/montaguehigh/staff/garland/index.html](http://edu.pe.ca/montaguehigh/staff/garland/index.html). At this site, you can access a brief description of what was covered in the day’s class, upcoming due dates for assignments and tasks, links to important web-sites, etc. This blog is especially convenient if you are absent from ITC 401. **It is your responsibility to check the blog and catch up on missed work before the next class.**