AC1 Course Outline

**Subject:** Applying Information and Communication Technology 1

**Date:**  (AC1) September 2019 – January 2020

**Teacher:** Ms. Sylvia Froese

**Email:**  sfroese@sbdhs.net

**Grade:**  9

**Resources:**

* Course material download folder: [Google Drive for AC1](https://drive.google.com/open?id=1kw6ncl2FxaKTiGlG7PxDknlC8AMh0t8q)
* Learning with Office
* Binder, Notepaper, Pen/Pencil
* Other resources as directed by the teacher

**Course Objectives:**

* To review some of the technologies which are currently available to students, and to promote careful, critical use of these technologies.
* To introduce basic features of Word, Excel, Access and Publisher, and to apply these software packages to various simulated problems.
* To develop a technology skill base which can be used as a foundation for further learning, as well as applied to real-life situations.

**Course Content:**

|  |  |
| --- | --- |
| **Topic/Unit** | **% of Course Content\*** |
| Course Intro | 5 |
| Digital Citizenship | 20 |
| Number Crunching | 25 |
| Publishing and Word Processing | 25 |
| Making Data work for you | 25 |

\*Instruction may be adjusted depending upon student need.

**Software Programs used:**

* Windows 7
* Microsoft Office 2016 – Word, Excel, Access and Publisher
* Internet Explorer / Firefox to access the Internet and various cloud-based apps

**Assessment/Evaluation:**

For each topic taught in the course, student progress will be assessed on an ongoing basis. Methods of assessment include assignments, quizzes and smaller projects.

* Quizzes 1 per mid unit 5% x 4 = 20%
* Daily Assignments Ongoing 45% 45%
* End-of-Unit Projects Ongoing 8.75% x 4 35%

100%