



Course: **Information Communications  
Technology 12 Modular Survey**

Teacher:

Email:

Phone:

**Course Description:** Today's students must be able to effectively use technology to research, organize, create, and evaluate information. This course provides a foundation in the skills and concepts that define computer literacy in the 21st century. From the basics of keyboarding to Internet research techniques, document creation, digital citizenship and a comprehensive introduction to the essentials of Web design: creating page layouts to coding with CSS and JavaScript to create a complete Web site. You'll practice essential skills through hands-on projects.

**Learning Outcomes:**

Information Communications Technology 12 Modular Survey		Points Possible	Course Hours
<b>Course Overview</b>			<b>4</b>
<b>Lesson 1: Start the Course</b>			
	Identify computer requirements.		
	Learn how to move through the course.		
	Switch between windows.		
<b>Lesson 2: Set Up Your Computer</b>			
	Find files and folders on a computer.		
	Set up a computer to show the List folder view and file name extensions.		
	Make a course folder.		
<b>Lesson 3: Set Up a Browser and Install 7-Zip</b>			
	Set up a web browser.		
	Download and install a zip utility.		
	Zip and unzip files and folders.		
<b>Lesson 4: Find and Complete Coursework</b>			
	Download and unzip course resources.		
	Install software.		
	Find and complete course tasks.		
	Define plagiarism and citation.		
<b>Get Started</b>			<b>2</b>
<b>Computer Basics</b>			
	Identify common tips for responsible computer use.		
	Define peripheral device, input device, and output device.		
	List troubleshooting tips for common computer problems.		
	Describe the purpose of a help center.		
	Define computer network.		
	List benefits and risks of computer networks.		
	Define virus and describe the purpose of computer security.		
<b>Health and Safety in the Workplace</b>			
	Define ergonomics and repetitive strain injury.		
	Identify common tips for better ergonomics while using computers.		
	Perform an ergonomic inspection of the student's work area.		

	<i>Define ergonomic equipment.</i>		
	<i>Identify ways to avoid electric shock and hearing loss.</i>		
	<i>Define health and safety regulations.</i>		
	<i>Define OSHA (Occupational Safety and Health Administration).</i>		

<b>Information Communications Technology 12 Modular Survey</b>		<b>Points Possible</b>	<b>Course Hours</b>
<b>Section 1: The Internet</b>			<b>15</b>
<b>Lesson 1: Create a Google Account</b>			
	<i>Define Internet, World Wide Web, web page, and website.</i>		
	<i>Use the Firefox web browser to open a website.</i>		
	<i>Identify ways to communicate online.</i>		
	<i>Choose a safe and professional username.</i>		
	<i>Choose a safe password.</i>		
	<i>Set up a Google account.</i>		
<b>Lesson 2: Use Google to Search</b>			
	<i>Identify trustworthy sources of information.</i>		
	<i>Define domain suffix.</i>		
	<i>Change Google's search settings.</i>		
	<i>Use Google to search for information.</i>		
	<i>Refine a search.</i>		
	<i>Identify common careers in technology.</i>		
	<i>Bookmark information.</i>		
<b>Lesson 3: Email</b>			
	<i>Use Gmail to create a new email.</i>		
	<i>Enter an email address.</i>		
	<i>Add a subject line.</i>		
	<i>Save a draft.</i>		
	<i>Identify parts of the body of an email.</i>		
	<i>Write and send an email.</i>		
<b>Lesson 4: Google Calendars</b>			
	<i>Open and view a Google calendar.</i>		
	<i>Create an event.</i>		
	<i>Edit an event.</i>		
	<i>View the event.</i>		
<b>Lesson 5: Safe and Legal Internet Use</b>			
	<i>Define digital footprint.</i>		
	<i>Identify ways to use the Internet safely.</i>		
	<i>Identify ways to be respectful online.</i>		
	<i>Define cyberbullying.</i>		
	<i>Define intellectual property and copyright.</i>		
	<i>Identify ways to use another person's work fairly.</i>		
<b>Lesson 6: Online Job Applications</b>			
	<i>Identify information needed to fill out an online job applications.</i>		
	<i>Define reference.</i>		
	<i>Fill out a practice online job application.</i>		
<b>Section 1 Study Questions</b>			
	<i>See study question assignment description document for detailed instructions.</i>	<b>27</b>	
<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 1</b>			
	<i>Section 1 quiz</i>	<b>20</b>	
<b>Assignment 1S</b>			
	<i>See assignment description document(s) for detailed instructions.</i>	<b>25</b>	
<b>Assignment 1R</b>			

	See assignment description document(s) for detailed instructions.	20	
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<b>Information Communications Technology 12 Modular Survey</b>		<b>Points Possible</b>	<b>Course Hours</b>
<b>Section 2: Writer</b>			<b>12</b>
<b>Lesson 1: Keyboarding Skills</b>			
	Define QWERTY keyboard, touch system typing, and home row method.		
	Identify important keyboard keys.		
	Identify speed and accuracy of typing.		
	Take a typing test.		
	View the results of your typing test.		
	Identify ways to improve your keyboarding skills.		
<b>Lesson 2: Writer</b>			
	Define OpenOffice.org and freeware.		
	Define Writer and word processing.		
	Open Writer and save an .odt file.		
	Define personal and business letter.		
<b>Lesson 3: Cover Letters</b>			
	Define cover letter and job posting.		
	Read an example job posting.		
	Identify parts of a cover letter.		
	Open a Writer file.		
	Set the spacing of a file.		
	Write a cover letter.		
<b>Lesson 4: Proofreading</b>			
	Define proofreading and revising.		
	Use Spell Check to check the spelling of a cover letter.		
	Check for punctuation, spaces, capitalization, grammar, and being clear and professional.		
	Retake the typing test.		
<b>Section 2 Study Questions</b>			
	See study question assignment description document for detailed instructions.	<b>18</b>	
<b>Quiz Study Guide</b>			
	Review the quiz study guide before taking the quiz.		
<b>Quiz 2</b>			
	Section 2 quiz	<b>20</b>	
<b>Assignment 2S</b>			
	See assignment description document(s) for detailed instructions.	<b>25</b>	
<b>Assignment 2R</b>			
	See assignment description document(s) for detailed instructions.	<b>15</b>	

<b>Information Communications Technology 12 Modular Survey</b>		<b>Points Possible</b>	<b>Course Hours</b>
<b>Section 3: Formatting Documents</b>			<b>14</b>
<b>Lesson 1: Formatting Text</b>			
	Open and resave a document.		
	Preview fonts.		
	Select text and change the font.		
	Use the Undo command.		
	Identify common font styles.		
	Bold and italicize text.		
	Change text size.		
	Add a header and footer.		
<b>Lesson 2: Printers and PDFs</b>			
	Identify the purpose of Page Preview.		
	Define margin and identify its purpose.		

	<i>Preview a document.</i>		
	<i>Define page orientation, portrait orientation, and landscape orientation.</i>		
	<i>Change the page orientation.</i>		
	<i>Define Portable Document Format.</i>		
	<i>Create and view a PDF.</i>		
<b>Lesson 3: Reports</b>			
	<i>Define report and identify rules for formatting reports.</i>		
	<i>Identify the purpose and contents of a title page.</i>		
	<i>Add title page text.</i>		
	<i>Use the Select All command.</i>		
	<i>Change text size, alignment, and spacing.</i>		
	<i>Identify other parts of a report.</i>		
	<i>Define toolbar.</i>		
<b>Lesson 4: Citing Sources</b>			
	<i>Define citation and citing sources.</i>		
	<i>Define bibliography.</i>		
	<i>Define citation style.</i>		
	<i>Identify information included in citing different types of sources.</i>		
	<i>Open and format a practice bibliography.</i>		
	<i>Use the Copy and Paste commands to alphabetize a bibliography.</i>		
<b>Lesson 5: Columns</b>			
	<i>Define columns and vertical.</i>		
	<i>Identify the columns buttons.</i>		
	<i>Preview columns in a document.</i>		
	<i>Create two columns.</i>		
	<i>Add space between columns.</i>		
	<i>Search for text in a document.</i>		
	<i>Retake the typing test.</i>		
<b>Section 3 Study Questions</b>			
	<i>See study question assignment description document for detailed instructions.</i>	<b>23</b>	
<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 3</b>			
	<i>Section 3 quiz</i>	<b>20</b>	
<b>Assignment 3S</b>			
	<i>See assignment description document(s) for detailed instructions.</i>	<b>25</b>	
<b>Assignment 3R</b>			
	<i>See assignment description document(s) for detailed instructions.</i>	<b>15</b>	

<b>Information Communications Technology 12 Modular Survey</b>		<b>Points Possible</b>	<b>Course Hours</b>
<b>Section 4: Calc</b>			<b>11</b>
<b>Lesson 1: Spreadsheets</b>			
	<i>Define spreadsheet, data, row, column, and cell.</i>		
	<i>Define Calc and identify its file extension.</i>		
	<i>Open and save a Calc .ods file.</i>		
	<i>Change the size of columns and rows.</i>		
	<i>Identify cell names.</i>		
	<i>Enter and edit data.</i>		
	<i>Insert a row.</i>		
	<i>Delete data.</i>		
	<i>Retake the typing test.</i>		
<b>Lesson 2: Enter Data</b>			
	<i>Identify the purpose of merging cells.</i>		
	<i>Add a title to a spreadsheet.</i>		
	<i>Add text labels to rows and columns.</i>		

	Add typing test results to the spreadsheet.		
<b>Lesson 3: Formulas and Functions</b>			
	Define sum and equation.		
	Find the sum of a group of data.		
	Identify common mathematical symbols used in Calc.		
	Define function, Function Wizard, and average.		
	Calculate the average adjusted typing speed.		
<b>Section 4 Study Questions</b>			
	See study question assignment description document for detailed instructions.	13	
<b>Quiz Study Guide</b>			
	Review the quiz study guide before taking the quiz.		
<b>Quiz 4</b>			
	Section 4 quiz	20	
<b>Assignment 4S</b>			
	See assignment description document(s) for detailed instructions.	25	
<b>Assignment 4R</b>			
	See assignment description document(s) for detailed instructions.	15	
		<b>Points Possible</b>	<b>Course Hours</b>
<b>Information Communications Technology 12 Modular Survey</b>			
<b>Section 5: Impress</b>			13
<b>Lesson 1: Set Up a Presentation</b>			
	Define presentation and Impress.		
	Use the Impress Presentation Wizard.		
	Set a presentation type.		
	Choose a background.		
	Add a transition.		
	Preview a presentation.		
<b>Lesson 2: Add Text</b>			
	Define layout.		
	Set the slide layout.		
	Add and format text.		
	Use the Slides panel.		
	Add slides.		
	Identify types of outline formats.		
	Set an outline layout and add text.		
<b>Lesson 3: Add an Image</b>			
	Identify ways to choose and search for images.		
	Identify ways to cite images.		
	Find and save an image.		
	Define Draw and exporting.		
	Open, edit, resize, and export an image.		
	Identify types of image files.		
	Add an image to a presentation.		
<b>Lesson 4: Giving Presentations</b>			
	Define oral presentation.		
	Set goals, budget time, and prepare for a presentation.		
<b>Section 5 Study Questions</b>			
	See study question assignment description document for detailed instructions.	18	
<b>Quiz Study Guide</b>			
	Review the quiz study guide before taking the quiz.		
<b>Quiz 5</b>			
	Section 5 quiz	20	
<b>Assignment 5S</b>			
	See assignment description document(s) for detailed instructions.	25	
<b>Assignment 5R</b>			
	See assignment description document(s) for detailed instructions.	20	

Information Communications Technology 12 Modular Survey		Points Possible	Course Hours
<b>Section 6: Blogging</b>			<b>13</b>
<b>Lesson 1: Blogs</b>			
	<i>Define blog and blog post.</i>		
	<i>Define comment.</i>		
	<i>Define RSS feed.</i>		
	<i>Set up a Google Reader account.</i>		
	<i>Subscribe to two technology blogs.</i>		
<b>Lesson 2: Create a Blog</b>			
	<i>Define Blogger and hosting.</i>		
	<i>Create a Blogger account.</i>		
	<i>Identify characteristics of a good blog title.</i>		
	<i>Choose a title and an address for a blog.</i>		
	<i>Preview a blog.</i>		
<b>Lesson 3: Design Your Blog</b>			
	<i>Define WYSIWYG web editor, HTML, and web standards.</i>		
	<i>Define color theme and color wheel.</i>		
	<i>Define complementary colors, analogous colors, warm colors, and cool colors.</i>		
	<i>Choose a color theme for a blog.</i>		
	<i>Define layout and gadget.</i>		
	<i>Choose a background image for a blog.</i>		
	<i>Choose a layout for a blog.</i>		
	<i>Evaluate the visual appeal of a blog.</i>		
<b>Lesson 4: Create a Blog Post</b>			
	<i>Consider common principles of positive online communication while writing a blog post.</i>		
	<i>Write a blog post.</i>		
	<i>Change the font of text in a blog post.</i>		
	<i>Add an image to a blog post.</i>		
	<i>Define label and add labels to a blog post.</i>		
	<i>View HTML code for a blog post.</i>		
	<i>Publish a blog post.</i>		
<b>Section 6 Study Questions</b>			
	<i>See study question assignment description document for detailed instructions.</i>	<b>17</b>	
<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 6</b>			
	<i>Section 6 quiz</i>	<b>20</b>	
<b>Assignment 6S</b>			
	<i>See assignment description document(s) for detailed instructions.</i>	<b>25</b>	
<b>Assignment 6R</b>			
	<i>See assignment description document(s) for detailed instructions.</i>	<b>15</b>	

Information Communications Technology 12 Modular Survey		Points Possible	Course Hours
<b>Section 7: Wrap Up</b>			<b>6</b>
<b>Teamwork and Leadership</b>			
	<i>Define teamwork.</i>		
	<i>Identify ways to share information.</i>		
	<i>Define Google Chat and instant messaging.</i>		
	<i>Define Google Docs and describe shared files.</i>		
	<i>Identify attitudes and behaviors for working well with others.</i>		
	<i>Define leadership and identify ways to build leadership skills.</i>		
<b>History of Technology</b>			

	<i>Identify major technological developments of the last several hundred years.</i>		
	<i>Describe Moore's Law and its relationship to the size of computers.</i>		
	<i>Define digitization and describe its impact on information and products.</i>		
	<i>Describe Metcalfe's Law and its relationship to networks.</i>		
	<i>Identify common ways in which people do business online.</i>		
	<i>Identify online activities that are illegal.</i>		
<b>Section 7 Study Questions</b>			
	<i>See study question assignment description document for detailed instructions.</i>	<b>4</b>	
<b>Quiz Study Guide</b>			
	<i>Review the quiz study guide before taking the quiz.</i>		
<b>Quiz 7</b>			
	<i>Quiz 7</i>	<b>10</b>	
	<b>Total</b>	<b>500</b>	<b>90</b>

**How will your mark be calculated? Your mark will be based on a combined total of your assignment and test marks.**

**Students are expected to:**

- **contact the teacher by instant messaging, email or phone when help is needed or questions arise**
- **be actively engaged and submitting work on a regular basis**
- **inform the teacher when they will be inactive for two or more weeks.**
- **be aware that if they are inactive in a course for four or more weeks they may be removed from that course**
- **check their email at least twice a week**
- **create and submit completed solutions for all activities in the unit/chapter before requesting a test.**
- **cite all sources properly**
- **answer in their own words**
- **check that their work and tests have been marked.**
- **make time available to come in to Burnaby Online to write tests.**
- **make appointments to write tests at least 2 school days in advance**