

Information Technology 9 – Course Outline

Read this course outline before starting your course

Your teacher is:

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<http://www.cides.sd57.bc.ca/index.php?id=5080>

Teacher's Office Hours and Support:

Check my teacher's website for up-to-date office hours.

Check the Student Support page at

<http://www.cides.sd57.bc.ca/index.php?id=3363>

for different ways to obtain support with your course.

Course Overview

In this course you will be increasing your skills with multimedia applications, web construction, digital editing, and animation.

Learning in this class is largely self-paced and individualized. You will be working at your own pace, solving many of your own problems through trial and error, teamwork, online resources, and lessons.

You must have the determination to see projects through on your own. Your teacher will provide guidance, but the activities in this class can be time consuming (especially animation) so be prepared for it.

Course Evaluation

All marks in this class are from the projects you will complete. There are no tests or exams in this course.

Materials Required for the Course

Internet connection and computer access

Moodle account (one will be created for you if you do not already have one).

Important ** Important ** Important

1. Look over the "**Suggested Completion Schedule**" on the next page carefully.
2. Email is one of the best ways **to communicate with your teacher**. If leaving a message by phone, be sure to leave a clear message with your name and phone number.
3. **Report Cards** are sent out regularly during the semester.
4. If you **change your address, phone, or email address** contact your teacher right away or communication will be broken.

5. **Make sure all parts of your assignments are submitted at one time.** You will receive no marks for missing sections. If your mark is below 70%, you may be given the opportunity to correct your mistakes to increase your mark.
6. **Project Approval** – some projects in this course require approval from your teacher. Make sure you get approval before beginning your project to ensure you are not completing work that is not acceptable to hand in.
7. **Updates, Errors, and Omissions** - Check the course website for any updates, errors, or omissions to your course materials before beginning, and frequently throughout the course as you begin a new section. If you find a mistake that has not been identified, help others by reporting it to your teacher.
8. **Lost Assignments** - If an assignment file is lost before uploading, students are required to resubmit the "lost assignment" for marking. Ensure that your assignment is correctly labeled and electronic comment sheet is completely filled out before submitting.
9. Contact your teacher if you will not be working on your course for a period of time. You are responsible for keeping your teacher informed of your work on your course.
10. **Academic Probation and Withdrawal** - Students must be actively working on their courses on a regular basis as indicated by assignment completion or communication with their teacher. Lack of regular activity results in a student being placed on Academic Probation. Continued lack of activity then results in withdrawal from the course. Contact your teacher if you need more than the schedule indicates to complete your next assignment, or if you are getting behind.
11. **Course Expiry** - You have until the end of the semester (January or June) from the start of your course before your course expires without extension. Upon expiry, all work not done receives a mark of zero and a final grade is calculated. **All work must be handed in and marked before the end of the semester!!!**

Information Technology 9 – Suggested Completion Schedule

DE allows students flexibility in school work; sticking to a schedule ensures timely completion to achieve your goals. **Use the following table to complete your course in 19 weeks (1 semester).** You may choose to complete the course faster or slower. You have one year until your course expires.

	Activities to Complete
Week 1	Familiarize yourself with the course content and layout Submit the Course Agreement Form Complete Lesson 1.1 - Word Processor Functions Begin Unit 1 Assignment Part 1: Word Processor Functions
Week 2	Complete Unit 1 Assignment Part 1 Complete Unit 1 Assignment Part 2: Spreadsheets Hand in Unit 1 Assignment Parts 1 and 2
Week 3	Complete Lesson 2.1 - Slideshow Basics Complete Unit 2 Assignment Part 1: Slideshow Presentation
Week 4	Complete Unit 2 Assignment Part 2: Slideshow Game Hand in Unit 2 Assignment Parts 1 and 2
Week 5	Complete Lesson 3.1 - Digital Photos and Ownership Complete Lesson 3.2 - Photo Editing Basics Begin Unit 3 Assignment: Photo Editing
Week 6	Complete and hand in Unit 3 Assignment
Week 7	Complete Lesson 4.1 - Video Editing Basics Complete Lesson 4.2 - More Complex Video Editing Begin Unit 4 Assignment: Video Editing
Week 8	Complete and hand in Unit 4 Assignment
Week 9	Complete Lesson 5.1 - Audio Recording Lesson 5.2 - Audio Files and Software Begin Unit 5 Assignment: Podcast
Week 10	Complete and hand in Unit 5 Assignment
Week 11	Complete Lesson 6.1 - Animation Complete Lesson 6.2 - Creating Your Animation Begin Unit 6 Assignment: Animation Project
Week 12	Continue working on Unit 6 Assignment (progress check - you should be half-way complete)
Week 13	Continue working on Unit 6 Assignment
Week 14	Complete and hand in Unit 6 Assignment
Week 15	Choose research project topic and have your teacher approve it. Begin Unit 7 Assignment: Research Project
Week 16	Complete and hand in Unit 7 Assignment
Week 17	Complete Lesson 8.1 - Principles of Web Design Complete Lesson 8.2 - Web Editing in Moodle Begin Unit 8 Assignment: Website Project
Week 18	Continue working on Unit 8 Assignment
Week 19	Complete and hand in Unit 8 Assignment

This course is based on the learning outcomes for Information Technology 9 viewable at: http://www.bced.gov.bc.ca/irp/pdfs/applied_skills/1996infotech810.pdf