

COURSE TITLES: Information and Communications Technology (ICT) Essentials 1 & 2

Exploring Information Technology Careers

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GRADE LEVELS: 6-8 **COURSE LENGTH: Semester/Year**

Course Descriptions

Information and Communications Technology (ICT) Essentials 1 (Periods 2, 6)

This course introduces students to core concepts associated with computers and their use. The content includes hands-on opportunities to explore various software applications, including the creation of a template-based webpage and a basic computer program.

For this course, we will provide instruction through a cloud-based program provided by uCertify. Easy-to-use uCertify labs are online, hands-on labs created to give students the chance to practice real-world skills in a safe environment. The ICT Essentials course focuses on fundamentals of effective communications in a technological society. Students will learn about basic network functions and Internet connections. They will use strategies and techniques for efficient Web searching. They will also explore issues related to online safety and privacy. Students will learn strategies for creating effective Web site content. Finally, they will study the tools, practices, and etiquette needed for communicating effectively with e-mail.

During this course, we will focus on at least five of the following courses:

- ICT Computing Essentials
- ICT Communications Essentials
- ICT Web Design Essentials
- ICT Programming & Logic Essentials
- ICT Cybersecurity Essentials
- ICT Multimedia Essentials
- ICT Word Processing Essentials
- ICT Spreadsheet Essentials
- ICT Database Essentials
- ICT Gaming Essentials

Information and Communications Technology (ICT) Essentials 2 (1st Period)

This course builds on the previous course and provides greater depth and concepts that are more complex and the skills/knowledge to master these concepts. Students will be provided opportunities to extend their skills with various software applications by creating more complex documents and using more complex functions. Students will also be exposed to structured programming and the creation of a more complex computer program.

For this course, we will provide instruction through a cloud-based program provided by uCertify. Easy-to-use uCertify labs are online, hands-on labs created to give students the chance to practice real-world skills in a safe environment.

The *Internet Business Associate* course prepares students to work effectively in today's business environment. This course discusses the tasks involved in various Information Technology (IT) job roles, and explores career opportunities in the IT industry. It teaches students about Internet connection methods, Internet protocols, the Domain Name System (DNS), cloud computing and mobile devices. It also teaches the basic functions of Web browsers, the components of Web addresses, and browser use in the business world. Students learn how browser plug-ins and add-ons can improve their Web-browsing experiences, and they use browsers to download and manage files.

This course also provides competency in defining databases as they relate to search engines, and conducting basic and advanced Web searches. Students learn to configure local and Web-based (cloud-based) e-mail clients, and communicate effectively over the Internet using Web technologies and social networking tools. Students learn about Internet research and collaboration tools, software development tools, and the patent and licensing practices that accompany software applications.

This course teaches students how to protect their privacy and personal information on the Internet, including protecting their reputation by limiting the information they post online. The course also discusses the risks associated with being connected to the Internet, and about the security measures that can keep computer systems and personal information secure. Students also learn about the use and control of cookies. Finally, students study the fundamental elements of project and program management, and the importance of acquiring these skills for all IT job roles.

Exploring Information Technology Careers (7th Period)

This course will give students the opportunity to describe technologies associated in careers within the information support and services career pathway, research history of the information and support services career pathway, and define and use terminology associated with the information support and services career pathway. Coding will be offered during the second semester of this course.

Major Instructional Activities

The six core standard areas of the course are as follows:

Standard 1: Students will understand basic operations and concepts of technology.

Standard 2: Students will understand the importance of social, ethical, and human issues associated with technology.

Standard 3: Students will use technology productivity tools.

Standard 4: Students will use technology communications tools.

Standard 5: Students will select and use appropriate technology research tools.

Standard 6: Students will utilize technology problem-solving and decision-making tools.

General Course Overview

Throughout this course, students will learn:

- Basic computer operations and concepts of technology
- Practice responsible use of technology systems, information, and software
- Technology's impact on society
- Productivity tools
- Online safety
- Computer Technology careers
- Ethical and privacy issues and the impact of technology on society
- To create, store and organize files in the "cloud"
- To format real-world documents
- To create a multimedia project
- To use technology to locate, evaluate, and collect information
- To apply electronic search strategies
- To create tables and charts that visually represents data

Instruction

Instruction will focus on hands-on activities as well as lecture, group discussion, guest speakers, use of technology, and other methods. Students will have the opportunity to work both individually and as part of a small group to complete assignments. Projects will require students to use academic skills in language arts, math, social sciences, and science.

Course Assessment

Various assessment tools including worksheets, learning activities, reflection writing assignments and quizzes will be utilized to assess student knowledge. FOCUS will be updated frequently with the students' latest grades. FOCUS is available to you 24/7, so please utilize it.

JINKS MIDDLE SCHOOL course assessment breakdown:

Major Assessments: 95% (labs, tests, quizzes, projects, etc.)

Classwork: 5% (formative assessments, etc.)

Make-up Assignments

Requesting makeup work is the responsibility of the student. Per District policy, missed assignments must be completed within 5 days of returning to class or after making a request, when the work is received from the teacher. **If the absence is excused, full credit is allowed.**

Classroom Rules/Guidelines

1. You are expected to be in the classroom when the bell rings or you will be counted tardy. If you are tardy you must sign the instructor's tardy sheet.
2. You are expected to listen to in-class explanations, questions/answers from classmates, guest speakers, etc.
3. You are not allowed to get out of your seat or interrupt the teacher or anyone else who is talking, giving information, etc. This is a matter of respect.
4. Sleeping is NOT allowed in class.
5. Mature behavior is expected. Please omit any childish, immature, and disrespectful behaviors.
6. Profanity is not allowed at any times.
7. A Hall Pass is required to exit class. This includes trips to the restroom.
8. Infractions of school rules will be dealt with following school policies.
9. Due to our class being held in the computer lab, there will be absolutely NO food or drinks allowed. One exception: bottled water WITH A CAP is permitted. No other beverages, food, or gum will be allowed.