Digital Communications 11

Overview:
This is an introductory, survey course for students with limited computing or programming experience. Students will develop literacy skills for information and communication technology while they evaluate various software and technology applications. This course utilizes various applications, such as, the Microsoft Office Suite, Adobe, and programming platforms.

Content (*This course may cover the following*):
- Design for the life cycle.
- Evolution of computer technology; hardware, software, networks, and the Internet.
- Internal and External components of computer systems, including peripheral devices.
- Laptop and mobile device technology
- Open Source vs. Proprietary applications
- Impacts of social media and digital communications.
    - Ethics & legalities, critical evaluation, sociological impacts.
- Future technologies and potential societal impacts
- Technology to support collaboration and interactions with others.
- Appropriate use of technology, including digital citizenship, etiquette, and literacy.

Assessment: Marking in this course is based on a Cumulative System.

45% - Assignments
-   Smaller tasks that focus on specific skills learned in tutorials or walkthroughs.

55% - Projects
-   Larger tasks that utilize multiple skills and/or concepts.

    *Category assignment and specific marking criteria will be provided with each task.

Communication:
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Fine Print (Classroom and Course Expectations)

Working in a classroom environment that combines education with employability skills will require a rigorous standard of classroom expectations that may be beyond the capabilities of some students. These standards are built upon the professional requirements seen in everyday workplaces. Failure to meet expectations will result in removal from the class.

Behavior:

- Respect toward the teacher, peers, and equipment must be demonstrated on a daily basis. There is a ZERO-TOLERANCE policy for those who fail to do so, resulting in immediate removal from the class.

- It is required that students will arrive to class on time and be prepared to begin work immediately at the bell.

- Foul language, inappropriate web usage or work is not tolerated. This includes bad humour, explicit images, swearing and anything that violates the human rights of anyone, anywhere. Freedom of speech does not supersede human rights.

Work Ethics & Standards:

- Students must maintain a high work ethic. That means using class time for class work.

- Quality work is required at all times. This means using 100% of the time given to complete an assignment. This will vary in output for individual students.

- Original work is always required. Using images from databases is allowed only when specified by assignment or project guidelines. Plagiarism is strongly prohibited and will result in a score of zero and may be subject to a failing grade in the course.

Common Sense:

- Students are required to stay on track with assignments for this course, as well as keep track of deadlines or missed work. There will be multiple ways to check on assigned work via the course website, classwork board, and actually talking to the teacher.

- Students should back up their work to avoid late assignments due to computer or human error. Please use your OneDrive Cloud Storage or a USB drive to back-up your work. Back-up using email or other means is another option.