



**COURSE PROGRAM**  
**INFORMATION AND COMMUNICATION TECHNOLOGY 1 – (031) – CREDITS: 2**  
**FIRST SEMESTER**

SESSIONS PER WEEK: 3 (2 IN LAB 1 IN HOMEROOM) the teacher will indicate when the ICT lab is available, otherwise the classes will be taken in the classroom.

PROGRAMMED DAYS OFF: 1 (November 20<sup>th</sup>)

TOTAL AMOUNT OF SESSIONS IN THE SEMESTER (approximately): 48

**ATTENDANCE**

- TOTAL AMOUNT OF PERMITTED ABSENCES: 9 (each missed session is an absence). Being late to class counts as half an absence. Teacher may restrict from entering to classroom when tardy. Students must turn in the official justification note to cancel absence counting. Any missing work must be turned in as soon as possible. Classes taken on first period have 15 minute tardy excuse as long as it is not on a regular basis.

|    |               | MON | TUE | WED | THU | FRI |
|----|---------------|-----|-----|-----|-----|-----|
| M1 | 07:00 - 07:50 |     |     |     |     |     |
| M2 | 07:50 - 08:40 |     |     |     |     |     |
| M3 | 08:40 - 09:30 |     |     |     |     |     |
| M4 | 09:30 - 10:20 |     |     |     |     |     |
| M5 | 10:20 - 11:10 |     |     |     |     |     |
| M6 | 11:10 - 12:00 | 101 |     |     |     | 101 |
| M7 | 12:00 - 12:50 |     |     |     |     | 101 |
| V1 | 13:30 - 14:20 |     |     |     |     |     |
| V2 | 14:20 - 15:10 |     |     |     |     |     |
| V3 | 15:10 - 16:00 |     |     |     |     |     |
| V4 | 16:00 - 16:50 | 120 |     | 120 |     |     |
| V5 | 16:50 - 17:40 |     |     | 120 |     |     |
| V6 | 17:40 - 18:30 |     |     |     | 110 |     |
| V7 | 18:30 - 19:20 |     | 110 |     | 110 |     |

**EXPECTANCIES:**

- Use English as the language of communication in class.
- In every case, all students must respectfully address themselves to teachers, fellow students and staff members.
- For electronic communication, students must have a personal email account known by the teacher. The student must notify immediately if the account has been changed. Messages through this mean must be written in English. All electronic projects must be sent to [chdzpruneda@gmail.com](mailto:chdzpruneda@gmail.com). For URGENT cases only: use [chpruneda@hotmail.com](mailto:chpruneda@hotmail.com). Any homeworks sent to this mail will be deleted without notice.
- For this semester, NEXUS will be used as the organization and delivery tool for all (or most) activities. Students must wait until the teacher indicates when the course will be available for their use. Meanwhile, all students must keep their activities at hand for the date to be uploaded.
- It's mandatory that all students clearly identify their messages and projects. By rule, all messages must have a subject comprised of the group number, last names and topic. For example, Juan Rodríguez González from group 155 who sends Stage 4 Activity 3 will state **155-RodriguezGonzalez-Stage4Activity3** as subject to the message. This same structure must be followed when naming files.
- Always verify that files are properly attached to the message and that files are sent according to the specifications given in the activity instructions.
- In case of team projects, each member of the team must have a copy of activity. In case it's delivered by mail, the message subject can only include the sender's information, whereas all members of the team must be listed on the message section and on the attached document as well. In every case, all members must be included on the identification section of the document. No change in teams is allowed.
- The student must keep all electronic messages in their inbox or platform in case some issues have to be cleared. Also, he must keep a file with all the work evidence done during the course.
- Students must bring all their personal reading and writing supplies to class. Include a pair of earplugs.
- It is required that all their evidences fulfill the basic identification, quality, means of delivery and due date criteria.
- Use Microsoft applications. Use cloud file and drives (OneDrive, Dropbox, Google Drive) only when required.
- All cellphones must be off or in silence mode during the class.
- All students must visibly carry their id cards.
- Students must keep from copying their work from someone else. If cheating is suspected, it will get 1 (one) as a final grade.

GROUP

/ STUDENT:

Firma

Nombre

ENTERADO  
TUTOR:

## **CONTENT STRUCTURE:**

- **GENERAL COMPETENCE OF THE COURSE**

The student uses the information and communication technology in searching, solving, producing and transmitting information.

**STAGE 1: BASIC PRINCIPLES OF WINDOWS 7**

Review competences on pages 27 and 28 in the textbook.

**STAGE 2: MICROSOFT WORD**

Review competences on pages 87 and 88 in the textbook.

**STAGE 3: MICROSOFT EXCEL**

Review competences on pages 147 and 148 in the textbook.

**STAGE 4: MICROSOFT POWERPOINT**

Review competences on pages 201 and 202 in the textbook.

## **EVALUATION STRUCTURE**

- **FIRST OPPORTUNITY**

|                                    | <b>%</b> | <b>ITEMS</b>   | <b>EXAM DATE</b> | <b>REQUIREMENTS</b>           |
|------------------------------------|----------|--|------------------|-------------------------------|
| <b>1st partial exam</b>            | 10%      | Stage 1: Basic Principles of Windows 7   | SEP 12           | Pending                       |
| <b>2nd partial exam</b>            | 10%      | Stage 2: Microsoft Word<br>Stage 3: Microsoft Excel  | OCT 24           | Pending                       |
| <b>Global exam</b>                 | 20%      | All stages (1 thru 4)  | Date to be set.  | Book and indicated documents. |
| <b>PORTFOLIO<br/>No extension.</b> | 60%      | Stage 1: Activities 15%<br>Stage 2: Activities 15%<br>Stage 3: Activities 15%<br>Stage 4: Activities 15% |                  |                               |
|                                    | 100%     |  |                  |                               |

- **SECOND OPPORTUNITY**

EXAM: 40% | PORTFOLIO 60%

Due date: Date to be set. **NO EXTENSION.**

This portfolio will comprise a general activity for each failed stage.

\*\* All dates are subject to be changed if needed.