



COURSE PROGRAM
INFORMATION AND COMMUNICATION TECHNOLOGY 1 – (013) – CREDITS: 2
FIRST SEMESTER

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

PROGRAMMED DAYS OFF: 1 (November 20th)

TOTAL AMOUNT OF SESSIONS IN THE SEMESTER (approximately): 45

Table with 7 columns (Time, Session, Mon, Tue, Wed, Thu, Fri) showing session distribution across the week.

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.

EXPECTANCIES:

- 1. Use English as the language of communication in class.
2. In every case, all students must respectfully address themselves to teachers, fellow students and staff members.
3. For electronic communication, students MUST have a personal email account known by the teacher while the institutional email account is ready to be used. The student MUST notify immediately if the account has been changed as most instructions will be given by this means. All messages MUST be written in English. All electronic projects MUST be sent to chdzpruneda@gmail.com unless otherwise specified. For URGENT cases or any comments from parents use chpruneda@hotmail.com. Any homeworks sent to the latter account will be deleted without notice.
4. NEXUS is the university's learning platform. All students MUST use it to deliver at least one activity and/or solve a test online. Students MUST wait until the teacher indicates when the course will be available for their use and when to submit the mandatory activities. Meanwhile, all students MUST keep their activities at hand for the date to be uploaded. Grades displayed in Nexus and the grades considered for evaluation might be different due to details not taken into account in the assessing rubrics.
5. Activity files uploaded in Nexus MUST be as small as possible (size in MB). All files (documents, presentations, etc.) MUST be converted to PDF unless otherwise specified. In case of images, these MUST be JPG format. In case of videos, these MUST be AVI format.
6. It's mandatory that all students clearly identify their messages and projects. By rule, all email messages MUST have a subject comprised of group number, last names and topic. For example, Juan Rodríguez González from group 155 who sends Stage 4 Activity 3 will use 155-RodriguezGonzalez-Stage4Activity3 as subject to the message. This same structure must be followed when naming files.
7. The student MUST verify that all files are properly attached to the message and that files are sent according to the specifications given in the activity instructions. This recommendation MUST be observed carefully when submitting files to Nexus.
8. 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 MUST 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.
9. All students MUST keep all electronic messages in their inbox or platform in case some issues have to be cleared up.
10. Students MUST bring all their personal reading and writing supplies to class. Include a pair of earplugs.

GROUP

/ STUDENT:

Firma

Nombre

ENTERADO TUTOR:

11. All work evidences **MUST** fulfill the basic identification, quality, means of delivery and due date criteria, otherwise points will be taken from the final grade.
12. Use Microsoft applications. Use cloud file and drives (OneDrive, Dropbox, Google Drive) only when required.
13. All cellphones **MUST** be off or in silence mode during the class.
14. All students **MUST** visibly carry their id cards.
15. Students **MUST** keep from copying their work from someone else. If cheating is suspected, it will get 1 (one) as a final grade.

CONTENT STRUCTURE:

• GENERAL COMPETENCE OF THE COURSE

The student uses the information and communication technology in searching, solving, producing and transmitting information. (Review competence table on page 25).

STAGE 1: MOBILE AND DESKTOP DEVICES
STAGE 2: ELECTRONIC DOCUMENTS

STAGE 3: ELECTRONIC PRESENTATIONS
STAGE 4: SPREADSHEETS

GENERAL EVALUATION STRUCTURE

• FIRST OPPORTUNITY

	%	ITEMS	EXAM PERIOD	REQUIREMENTS
1st partial exam	10%	Stage 1	Aug 27-Sep 07	Pending
Indicative exam	15%	Stages 1 and 2	Sep 28 – Oct 05	Pending
2nd partial exam	10%	Stage 3	Oct 22 to Nov 02	Pending
Global exam	25%	Stages 1 thru 4	Nov 22 to Dec 04	Pending
PORTFOLIO No extension.	40%	Stage 1: Activities 10% Stage 2: Activities 10% Stage 3: Activities 10% Stage 4: Activities 10%	Each stage includes three types of activities: (R) Recovery, (C) Comprehension and (LE) Learning evidence. Only (LE) has a four criteria rubric to support the evaluation. The first three criteria will evaluate the Learning Evidence product and it will be the same for all members of the working team or couple. The fourth criterion will reflect each student’s work on the rest of the activities as follows: <ul style="list-style-type: none"> · Minus 1 point if presentation requirements are not fully met. · Minus 1 point if delivery requirements are not fully met. · Minus 1 point for content requirements are not fully met. · Minus 1 point for each missing or copied activity. 	
	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. If there are any modifications in this document, it will be notified and published with opportunity.