Germantown Middle School
ICT II Course Syllabus
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ICT II Program Description

Information and Communication Technology II (ICT II) is an instructional program that prepares individuals to effectively use technology in learning, communication, and life skills. In ICT II, students will build upon the skills they learned in ICT I and expand them to applications such as spreadsheets, databases, graphic design, and web design. Upon completion of the two-year ICT program, students will have the competencies needed to complete the Internet and Computing Core Certification (IC3) certification. The IC3 is a global, standards-based certification program for basic computing and Internet literacy. The IC3 Program consists of integrated assessment and learning experiences that culminate in certification. The certification helps participants learn and demonstrate computer and Internet literacy through a worldwide industry standard. To become IC3 certified, one must pass the following three exams: (a) Computing Fundamentals, (b) Key Applications, and (c) Living Online (Microsoft Certification, 2005).

Course Outline

Unit	Title	Hours
1	Orientation, Ethics, and Keyboarding	15
2	Technology Lab Management & Networking	10
3	Financial Literacy	15
4	Spreadsheets	15
5	Database Applications	15
6	Design Applications	15
7	Graphic Design Applications	20
8	Web Design Applications	20
9	Career Preparation	10

Grading Scale

The Germantown Middle School grading scale is used to determine grades in this class. The following types of grades will be given, with more weight on tests and projects than daily grades and homework.

Daily Grades/Homework – 40%
Test Grades/Projects – 60%

MCSD Grading Scale for Middle School

A (Excellent)	100-90
B (Above Average)	89-80
C (Average)	79-70
D (Below Average)	69-65
F (Failure)	64 and below

COURSE COMPETENCY SHEET

The student will be expected to keep up with their course competency sheet via Canvas. Mendenhall will provide the dates as each competency is complete. This is for program evaluation by the Mississippi Department of Education-Career and Technical Education. Since we do not have a textbook for this course, it's important that students have a system of organization on their OneDrive for all courses in which they are enrolled. That lesson and skill will be reviewed in class to assist in file n order to keep up with the handouts, notes, websites, codes, that are necessary for success.

Part of being organized is making sure that the student brings all supplies to class every day! The supplies necessary for all courses.

- Sections in the student's A or B binder
- Notebook paper
- Ear Buds in a Ziploc bag
- Pencils and Pens
- Positive attitude and great work habits

ICT II PORTFOLIO /CHECKLIST OF COMPETENCIES

The state department requires that all students who take ICT II must compile a portfolio of student work. This will be kept online save on the students One Drive along with a checklist of competencies to be completed by the student.

KEYBOARDING & ICT II PORTFOLIO

Part of that portfolio includes timed writings showing mastery of 40 words per minute. The goal this year for ICT II is for the students to be able to touch type 40 net words per minute. The students will be expected to touch type – this means without looking at the keyboard. All keyboarding assignments are to be completed IN CLASS. Just as with any skill – athletic, musical, etc. – perfect practice makes perfect.

CELL PHONES

Most students have cell phones, and most bring them to school with them – and that is completely understandable and acceptable. What is not acceptable is using that cell phone for NON-INSTRUCTIONAL purposes during instructional time. In ICT there may be times we use our cell phones to demonstrate a particular technology, but the students are to ONLY have the cell phone out if the class has been specifically instructed to do so by the teacher. Any other time the student will be subject to the disciplinary actions found in the student handbook regarding Electronic Devices.

ACCEPTABLE USE POLICY & PROCEDURES

Because of the nature of ICT – using computers daily – it's important that all students abide by the Madison County School District's Acceptable Use Policy and Procedures found in the student handbook. Please make sure the student read this policy thoroughly and sign and return the ***Student/Parent Agreement*** found at the ***back*** of the student handbook ***to the student's ICT teacher***.

Maverick – Lab Procedures

Place book bags in the designated area upon entering the lab.

Daily MAV Mark – Enter the room quietly, Login to the computer immediately, login into Canvas, Complete the **Sign-in Class Form** in Microsoft Forms, check student email, check grades on Active Student, check teacher websites.

Daily Announcements –Canvas – mcs.instructure.com

Turning in /returning Work: Turn in all work as instructed by the teacher. It will be rare that students will print work during class, almost all work will be submitted through Canvas.

Teamwork: The teacher will assign all members of the team. Each member is expected to participate in all teamwork activities. Participation will be part of the student's grade when working on a group activity. **(this will be based on health guidelines this school year 2020-21)**

Tardiness: If the student is not in the classroom and in the assigned seat when the bell rings, the student will be considered tardy unless the student has a signed excuse.

Makeup Work: It is the student's responsibility to make sure to complete all makeup work. The teacher will follow the district's makeup policy found in the handbook, known as the "one school day plus" rule.   For example, if a student missed school on Wednesday, then all make up work will be due Tuesday, (1 day + 1 day missed.)

Computers: No food, gum or drinks are allowed in the computer lab.

Backpacks, purses & other bags: Keep all purses, book bags, lunch, PE clothes, etc. on the back of the student's computer chair or at their feet under the table.

Restroom: The student will take care of the personal business **before** the entering the classroom. The teacher will use judgment as to emergency situations. There is a Microsoft Form to complete in order to receive permission to leave to go to the restroom, office, nurse, counselor, etc. The form must be completed prior to exit of the classroom.

On/Off Procedures: Always log off at the end of each class period and push the chair under the computer table. The last class period will shut down all computers at the end of the day.

Lab Exiting Procedures

1. Log off/shutdown following the designated procedures.
2. Leave the workstation clean and in proper order.
3. Place textbooks in assigned area.
4. Place handouts in assigned area.
5. Do not log off until instructed by the teacher.
6. Remain in the student's assigned seat or area until prompted to leave class.
7. After the bell rings, wait for the teacher to dismiss the student.
8. Push the student's chair under the table before leaving the computer lab.
9. Please leave the room in a quiet and orderly manner.

Daily/Routine Lab Rules

1. Check the student's workstation at the beginning of class. Any problems or changes **MUST** be reported to the teacher at this time. The student's workstation is expected to be neat and clean at all times.
2. **NO** storage devices (CD's, diskettes) may be brought into the lab.
3. **NO** food, drinks, candy, or gum allowed in the lab.
4. **NO** hairbrushes, combs, picks, cosmetics, perfume/cologne, lotion, etc. allowed in the lab. These items will be taken up and disposed in the trash.
5. **Remain** at assigned computer workstation.
6. **NO** magnets allowed in the lab.
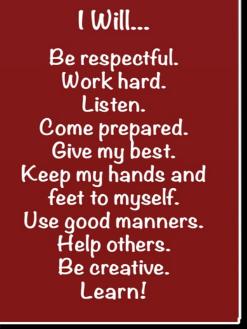7. Courtesy and cooperation are expected with other students and teacher at all times.

Tardy Policy

See Student Handbook / Planner for school policy.

When the student is absent

1. Make-up work is **THE STUDENT'S** responsibility.
2. Check Canvas for the Announcement for each day absent.
3. The student must follow the lab procedures or after school lab privileges will be terminated.

Mendenhall Expectations – ICT II

I Will...

Be respectful.
Work hard.
Listen.
Come prepared.
Give my best.
Keep my hands and
feet to myself.
Use good manners.
Help others.
Be creative.
Learn!

Consequences:

- 1st offense- verbal warning
- 2nd offense- non-verbal warning "look" and your name will be called.
- 3rd offense- minor form
- GMS discipline procedures will be followed regarding major/minor forms.

Maverick Expectations – ICT II

1. Respect yourself, the teacher, each other, and all personal and school property.
2. Be prepared for class.
3. Bring a positive attitude with the student.
4. Be cooperative and considerate with others.
5. Mind the individual manners. (with choices come Consequences)
6. Always follow directions the first time.
7. Be trustworthy.
8. The student will raise a hand and wait to be recognized before speaking or getting out of the computer lab chair.

Rewards

- ➤ Verbal praise / MAV Money
- ➤ Positive phone call/email to parent
- ➤ Display great work

Notice: *Depending on the intensity of the action (for example but not limited to – violence, profanity, theft, etc.) Steps 1 through 4 may be skipped. Please be aware that if this occurs, parents will be contacted.*

I, _____

have read the classroom procedures, rules and consequences. I also acknowledge that I have read and will comply with the *Madison County School District's Internet Acceptable Use Policy* found in the student handbook and distributed to students on the first day of school. By signing my name below, I agree that I am fully aware of the consequences of breaking any of the rules, or not following the procedures.   I also promise to do my part in making this class a safe, fun, and exciting learning environment!

Canvas Understanding, Usage, and Agreement:

We (student and parent(s)) understand due to the nature of this course and the curriculum requirements that students are **required** to upload assignments to Canvas for grading and evaluation purposes.

_____   _____
Student Signature   *Parent/Guardian Signature*

                                                                    A1   A2   A3   A4   B5   B6   B7   B8
_____   _____
Date   *Circle the correct class period*