



TEACHER NAME: ZACH BRYKALIUK

COURSE DESCRIPTION: This course introduces you to a variety of digital tools and technologies used for communication, creativity, organization, and problem-solving. You will develop practical skills in areas such as digital citizenship, productivity software, multimedia, graphic design, and introductory computer programming.

Through hands-on projects and activities, you will learn how to use technology effectively and creatively while developing the digital skills needed for school, work, and everyday life.

RESOURCES: VARIOUS CLASS PROVIDED SOFTWARE INSTALLED ON SCHOOL COMPUTERS

SPECIFIC LEARNING OUTCOMES

Unit	Learning Outcomes	Estimated Timeline
01 Computer Orientation	- Identify and use basic computer hardware, software, and operating system features. - Manage files and folders using appropriate naming, organization, and storage practices.	~ 2 weeks
02 Word Processing	- Create and format documents using common word-processing tools and features. - Apply appropriate document design and formatting to effectively communicate information.	~ 2 weeks
03 Spreadsheets & Databases	- Create and use spreadsheets to organize, calculate, and analyze information. - Organize and retrieve information using basic database concepts and tools.	~ 2 weeks
04 Graphics	- Create and edit digital graphics using appropriate design tools and techniques. - Apply basic principles of visual design to communicate ideas effectively.	~ 2 weeks
05 Presentations	- Create and deliver multimedia presentations using presentation software. - Apply effective design and organization principles to communicate information clearly.	~ 2 weeks
06 Multimedia	- Create and edit multimedia content using combinations of text, images, audio, and video. - Select and combine appropriate media to effectively communicate an idea or message.	~ 2 weeks
07 Webpage Design	- Create and format basic web pages using appropriate web design tools and techniques. - Organize content and design elements to create a clear and functional webpage.	~ 2 weeks
08 Ethical & Legal Uses	- Identify ethical and legal considerations related to the use of digital technology and information. - Demonstrate responsible digital behaviour, including respecting copyright, privacy, and intellectual property.	~ 2 weeks
09 Artificial Intelligence	Describe common uses and limitations of artificial intelligence in everyday life.	~ 2 weeks

	Evaluate and use AI tools responsibly, considering accuracy, privacy, bias, and academic integrity.	
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GENERAL LEARNING OUTCOMES:

- Students will demonstrate Digital Citizenship .
- Students will demonstrate effective communication skills in listening, speaking, reading, writing, viewing, and representing.
- Students will demonstrate appropriate problem-solving skills while seeking solutions to technological challenges.
- Students will develop the abilities to use, manage, and understand information and communication technologies by exploring programming languages and computer-controlled devices.
- Students will problem-solve by testing and debugging projects.
- Students will use independent research skills to solve problems.

ASSESSMENT PLAN

Category	Weight
Projects	80%
Tests	20%

PHONE / ELECTRONICS POLICY

Phones and other electronics are not to be used for anything outside of education purposes.

LATE POLICY

Late assessments will be marked as a zero (NHIO) until work is completed and submitted.

INTEGRITY POLICY

All code submitted for this course must be your own original work. Copying code from online resources or fellow classmates without proper acknowledgment is considered academic dishonesty.

POLICY ENFORCEMENT

Any assessment found to contain stolen or copied work will receive a grade of 0 with no opportunity for resubmission.

Collaboration is encouraged for learning purposes, but direct sharing or copying of work is strictly prohibited