

Course Syllabus

Description:

Dive into an exciting course that will provide you with the foundational skills needed for exciting careers like game development, military defense, web design, and software engineering! You will explore Microsoft Office online applications, web design, emerging technologies, operating systems, project management, communication methods, Information Technology careers, and much more in this course. Learn about your strengths and how they relate to different career paths.

This course serves as a prerequisite to many exciting career and technical education programs of study.

Estimated Completion Time: 2 segments, 32-36 weeks

Major Topics and Concepts:**Segment I :****Getting Started**

- 01 Things to Know
- 02 Navigation
- 03 Lessons & Assessments
- 04 Course Specifics
- 05 Online Learning
- 06 Pace
- 07 Academic Integrity

Collaboration

- Segment One Collaboration
- Segment Two Collaboration

Module 1 Digital Survival Kit

- 01.00 Introduction
- 01.01 Computer Parts and Pieces
- 01.02 The Secret Life of Files
- 01.03 Computer Upkeep
- 01.04 Networks and What They Do
- 01.05 Module One Post-Test

Module 2 The Digital Water Cooler

- 02.00 Introduction
- 02.01 Explore Office Online
- 02.02 Email Basics
- 02.03 Word Basics
- 02.04 Layouts and Design Theory
- 02.05 Proofing Before Sending
- 02.06 Discussion-Based Assessment
- 02.07 Module Two Project

Module 3 Work IT Out

- 03.00 Introduction
- 03.01 Be Ethical
- 03.02 Success in the Workplace
- 03.03 Emerging Technologies
- 03.04 Project Protocol
- 03.05 Module Three Post-Test

Module 4 Data Driven

- 04.00 Introduction
- 04.01 Spreadsheet Basics
- 04.02 Formatting, Formulas, and Functions
- 04.03 Data Delivery
- 04.04 Electronic Warehouses
- 04.05 Discussion-Based Assessment
- 04.06 Module Four Project
- 04.07 Segment One Exam

Segment II

Module 5 Tools To Tackle The Web

- 05.00 Introduction
- 05.01 The Life of the Internet
- 05.02 Get GUI
- 05.03 Accepting Applications
- 05.04 How Does It Do That?
- 05.05 Rock Your Research
- 05.06 Module Five Post-Test

Module 6 Driven By Design

- 06.00 Introduction
- 06.01 Building Blocks for Web Design
- 06.02 The Art of Design
- 06.03 Image Obsessed
- 06.04 Discussion-Based Assessment
- 06.05 Module Six Project

Module 7 Presentations on Point

- 07.00 Introduction
- 07.01 Powerful Presentations
- 07.02 A Visual World
- 07.03 Presenting Color Theory
- 07.04 Motion Effects
- 07.05 Module Seven Project

Module 8 Get Hired

- 08.00 Introduction
- 08.01 Your Future in the Workforce
- 08.02 Show Off
- 08.03 Tools of the Trade

- 08.04 Discussion-Based Assessment
- 08.05 Module Eight Post-Test
- 08.06 Segment Two Exam

Course Assessment and Participation Requirements:

To achieve success, students are expected to submit work in each course weekly. Students can learn at their own pace; however, “any pace” still means that students must make progress in the course every week. To measure learning, students complete self-checks, practice lesson content, multiple choice questions, projects, discussion-based assessments, and discussions. Students are expected to maintain regular contact with teachers; the minimum requirement is monthly. When teachers, students, and parents work together, students are successful.



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