

# 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 One:

#### 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 Two

#### 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 lessons, multiple choice questions, projects, discussion-based assessments, and discussions. Students are expected to maintain regular contact with instructors; the minimum requirement is monthly. When instructors, students, and parents work together, students are successful.

