

BU856O/ Digital Communication Tools 1 Syllabus

Course Title----- Digital Communication Tools 1
 Course Number----- BU856O
 Grades:----- 09-12
 High School Credit Value:----- 0.5
 Prerequisites:-----

Course Length:----- Regular courses: 17 weeks
 CR: 9-17 weeks.

Course Time:----- Regular courses: 17 week schedule: 75 - 90
 minutes per school day (6-7.5 hours per
 week)
 Credit Retrieval: 75 - 90 minutes per
 school day (6-7.5 hours per week) until
 course completion.

{ Course Description }

This course will help you develop skills that you will use for the rest of your life. The purpose of this course is to learn to touch type, use the 10-key and use Microsoft Office or OpenOffice to create business documents. Students who follow the procedures and practice each day will begin to develop a useful method of communication.

Assignments include computer & Internet basics, using a word processor to format business documents, producing spreadsheets, creating presentations, building and using databases, investigating voice recognition software, using the 10-key, and creating basic web pages in HTML.

This course helps meet the state minimum requirements of 1.0 Occupational education (CTE - CIP: 110601) credits or it may be used towards the 5.5 minimum elective credits required. Please check with your district for more specific requirements.

Course Materials:

Internet

State Alignments

Washington State Standards guided the design of the course. Learning expectations are found within the course itself.

Common Core or Power Standard #	Digital Communication Tools 1 Description of Standard	Units
PS1	Internet Basics: Identify and apply digital citizenship.	1, 4, 5, 6

PS2	Computer Fundamentals: Explain and apply proper file management technique and computer fundamentals. (keyboarding, file mgmt, safety)	1, 2, 3, 4, 5, 6, 7, 15
PS3	Word Processing: Interpret and demonstrate various business documents through the use of software skills to meet industry standards.	7, 8
PS4	Presentations: Design, create and deliver basic presentations through the use of software skills to meet industry standards.	11, 12
PS5	Technology: Explain and apply the understanding of a variety of software and hardware tools through the creation of documents that meet industry standards. (scanner, sound, digital photo/video downloads)	9, 10, 16, 17
PS6	Career Awareness: Investigate and demonstrate knowledge of various business career opportunities.	13
PS7	Employability: Identify and understand employability skills and workplace readiness skills as required by employers.	14

Course Outline**17 Week Schedule***Complete 1 unit each week*

Unit 1 Ergonomics & Techniques

Unit 2 Beginner Course, Typingace.com

Unit 3 Beginner, Intermediate Courses & Computer Basics

Unit 4 Intermediate Course & Computer Basics

Unit 5 Advanced Course & Computer Basics

Unit 6 Specialty Lessons & Computer Basics

Unit 7 Headline News & Word Processing

Unit 8 Word Processing

Unit 9 Spreadsheets

Unit 10 Practice & Spreadsheets

Unit 11 Keyboarding Practice & Presentations

Unit 12 Practice & Presentation 2

Unit 13 Practice & Career Awareness

Unit 14 Practice & Job Papers

Unit 15 Numeric Keypad

Unit 16 Practice & Web Design

Unit 17 Practice & Web Design

12 Week Schedule

Unit 1 Ergonomics & Techniques (1 week)

Unit 2 Beginner Course, Typingace.com (1 week)

Unit 3 Beginner, Intermediate Courses & Computer Basics (1 week)

Unit 4 Intermediate Course & Computer Basics (1/2 week)

Unit 5 Advanced Course & Computer Basics (1/2 week)

Unit 6 Specialty Lessons & Computer Basics (1/2 week)

- Unit 7 Headline News & Word Processing (1/2 week)
- Unit 8 Word Processing (1/2 week)
- Unit 9 Spreadsheets (1 week)
- Unit 10 Practice & Spreadsheets (1 week)
- Unit 11 Keyboarding Practice & Presentations (1/2 week)
- Unit 12 Practice & Presentation 2 (1/2 week)
- Unit 13 Practice & Career Awareness (1 week)
- Unit 14 Practice & Job Papers (1 week)
- Unit 15 Numeric Keypad (1/2 week)
- Unit 16 Practice & Web Design (1 week)
- Unit 17 Practice & Web Design (1 week)

Course Work

What will students do in this course:

1. Print the LPC (Learning Plan Contract) and follow the weekly plan for submitting assignments.
2. Design a weekly work schedule that includes at least 5 hours of working in this course.
3. Complete and submit assignments, quizzes, exams and projects. Both formative and summative assessments are used throughout the course.

Instructor is available for weekly office hours, chat, email or phone calls. Weekly office hours are posted on the Units page.

Grading

Students are allowed to revise and resubmit work to meet standards.

Occupational Credit:

This course may qualify for *occupational credit. Please consult your school counselor for further clarification.

*Please note that FLA901 (Sign Language) does not qualify for occupational credit.

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