

BU8570/ Digital Communication Tools 2 Syllabus

Course Title----- Digital Communication Tools 2
 Course Number----- BU8570
 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 }

The purpose of this course is to learn to use Microsoft Office or OpenOffice to create business documents. Assignments include computer fundamentals, Internet/Intranet basics, career search, formatting and creating business documents, producing spreadsheets, creating presentations, building and using databases, investigating voice recognition software 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	Digital Communication Tools 2	
Power Standard #	Description of Standard	Units
PS1	Computer Fundamentals: Apply, analyze, and evaluate proper file management technique and computer fundamentals.	1, 2
PS2	Word Processing: Create, analyze, and evaluate advanced business documents to meet industry standards.	5, 6

PS3	Design, create and demonstrate advanced presentations through the use of software skills to meet industry standards.	9, 10
PS4	Spreadsheet: Create, analyze, and evaluate spreadsheets and graphs to meet industry standards.	8, 9
PS5	Database: Create, edit, sort, analyze, and evaluate databases.	11
PS6	Additional Technology: Demonstrate and apply the understanding of a variety of software and hardware tools through the creation of advanced documents that meet industry standards.	12, 13, 14, 15, 16
PS7	Career Awareness: Determine occupations of interest and design a career path.	3
PS8	Employability: Understand and apply employability skills and workplace readiness skills as required by employers.	3, 4, 17

Course Outline

17 Week Schedule

Unit 1 Computer Fundamentals
 Unit 2 Internet & Intranet Basics
 Unit 3 Career Search (Part 1)
 Unit 4 Career Search (Part 2)
 Unit 5 Advanced Word processing
 Unit 6 Advanced Word processing
 Unit 7 Advanced Spreadsheets
 Unit 8 Advanced Sheets
 Unit 9 Advanced Presentation
 Unit 10 Advanced Presentation
 Unit 11 Databases
 Unit 12 Advanced Web Design
 Unit 13 Voice Recognition
 Unit 14 Practice and Projects 1 & 2
 Unit 15 Practice and Projects 3 & 4
 Unit 16 Practice and Projects 5 & 6
 Unit 17 Enhancing Workplace Performance

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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