



Course Syllabus

Instructor Mr. Gallery

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Room E116

Phone 951 739-5600 x2409

Hours Period 6

Text(s)/Resource(s):

OnlineExpert-LearnKey

Microsoft Office Specialist Certification-PowerPoint 2016

Microsoft Office Specialist Certification-Word 2016

Internet Computing Core Certification-Global Standard 5 (IC³ GS5)

Description:

This course will provide a general introduction to computers and an in-depth look at Microsoft Office. Students will be involved in the use of applications software, programming, hardware, keyboarding and computer information systems. Emphasis will be placed on Excel, Word, PowerPoint, Access, Publisher, and Outlook. Students will be given the opportunity to receive the IC³ (Internet & Computing Core) Certification, in addition to various Microsoft Office certifications, **pending completion of the certification requirements**. This course is designed to enhance students' computer literacy skills, preparing them to be career and college ready.

ARTICULATION - Completion of this course, with a 'B' grade or higher, will give students articulated credit with Riverside Community College District (RCCD) - Norco College, earning (3) college credits, pending the students completing the required application and forms. See class website for more details.

Goals:

Upon successful completion of the course students should be able to:

- Demonstrate the ability to operate a computer system in order to successfully support educational, professional, and personal goals.
- Evaluate current technology and identify emerging trends in computing
- Demonstrate knowledge of multimedia
- Demonstrate the ability to access and exchange information on the Internet
- Demonstrate skills using productivity tools including keyboarding, word processing, database management, spreadsheet utilization, desktop publishing and presentation software.

- Demonstrate knowledge of ethical and legal issues of computing and technology use as they relate to society
- Demonstrate knowledge of uses of computers for problem-solving, data collection, information management, communications, and decision making.

Student Expectations:

- **Respect:** Please show respect at all times – to yourself, your fellow students, and all teachers and staff. It is important to respect the ideas of others, even when you don't agree. This includes not letting yourself be distracted during instructional time.
- **Attitude:** Please come to class with a positive attitude. *“Whether you think you can or think you can't, you are right”*.
- **Academic Honesty:** Please practice honesty and integrity in completing all of your assignments. Cheating is the most destructive action in the academic world, Cheating undermines the academic process, shatters student integrity, and destroys the trust necessary to teacher-student relationships. All students involved in cheating will be subject to lowered academic and citizenship grades.
- **Attendance:** Please come to class and on time! Excessive absences and tardiness (for any reason) will also lead to lowered academic and citizenship grades.
- **Assignments:** Successfully completing all classroom and homework assignments are critical to your success in this class.
- **Keep Your Work!** It is extremely important to save your files and keep all of your assignments until after the end of the school year.

Requirements:

Students will be required to complete the following types of assignments throughout the year:

- In-Class and Outside-of-Class Reading Assignments
- In-Class and Outside-of-Class Writing Assignments
- Various In-Class and Outside-of-Class Assignments

Resources:

- Mr. Gallery, Room E116, eric.gallery@cnusd.k12.ca.us
- OnlineExpert.com
- Classmates

Evaluation:

Your grade will be based on the following components:

- Classwork (approx. 55%) – Individual & Small-Group Projects & Activities, Written Reports
- Tests (approx. 10%) – Quizzes, Labs and Exams

- Final (approx. 10%) – Certification Exams
- Participation (approx. 25%) – Attendance, Class Participation, Staying on Task

Between 2 and 6 participation points are earned each day depending on the length of the class period. To keep all the participation points for the day, students must be present, on time, and on task. A student who is tardy will lose points based on how late he or she is (*1 point during the first 20 minutes, another point during the next 20 minutes, etc.*) A student who is absent (excused or unexcused) will not earn participation points for the day (*exceptions may be made for absences due to school-related functions, chronic illness, or an emergency*).

Grading is done on a points-based system, where your total points earned are divided by the total points available. In general, exams and larger assignments are worth more points than other assignments. Students will have limited opportunity for extra credit throughout the school year.

A+	97.0 – 100%	B+	87.0 – 89.9%	C+	77.0 – 79.9%	D+	67.0 – 69.9%
A	93.0 – 96.9%	B	83.0 – 86.9%	C	73.0 – 76.9%	D	63.0 – 66.9%
A-	90.0 – 92.9%	B-	80.0 – 82.9%	C-	70.0 – 72.9%	D-	60.0 – 62.9%
						F	less than 60%

Class Rules:

Food and Drinks – No food or drinks are allowed in class (including water - *due to the electronic equipment in the room*)

Electronic Devices – Phones and other electronic devices are allowed in class if they do not become a distraction (texting, playing games, checking social media, web browsing, etc.). Students who are regularly off task or behind in their work, will have their phone privileges revoked. However, during instructional time, tests and quizzes, electronic devices are not to be used at all (unless directed to by the teacher).

Computer Use – The classroom computers and related devices are to be used for classwork only. Do not download any files or programs not related to your classwork. Do not change the Login screen background. Do not install any program without permission of the teacher. Do not run any unapproved programs (Minecraft, Call of Duty, Halo, etc.), even from a network or external drive. Do not view or download any images, videos, or sound files that are offensive, racist, promote violence or drug use, etc.

Failure to follow these rules will result in one or more of the following disciplinary actions: Loss of participation points, parent notification, after-school detention, Saturday School, loss of computer privileges.

COURSE OUTLINE:**CA State CTE Information and Communication Technology****Week(s): Topic**

& Anchor Standards

1 - 3	PowerPoint 2016 – Session 1 <i>Create a Presentation; Insert and Format Slides; Modify Slide, Handouts, and Notes, Order and Group Slides, Change Presentation Options and Views, Configure a Presentation for Print, Configure and Present a Slide Show</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
4 - 5	PowerPoint 2016 – Session 2 <i>Insert and Format Text; Insert and Format Shapes, and Text Boxes; Insert and Format Images; Order and Group Objects</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
6 - 7	PowerPoint 2016 – Session 3 <i>Insert and Format Tables; Insert and Format Charts; Insert and Format SmartArt Graphics; Insert and Manage Media</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
8 - 9	PowerPoint 2016 – Session 4 <i>Apply Transitions and Animations; Animate Slide Content; Set Timings for Transitions, Animations</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
10	PowerPoint 2016 – Session 5 <i>Manage Multiple Presentations; Finalize Presentations</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
11 - 14	IC ³ -GS5 Computing Fundamentals <i>Hardware; Internet Basics; Mobile Devices; Software Architecture; File and Software Management; Troubleshooting Basics; Cloud Computing; Security</i>	See Page 5 for details
15 - 17	IC ³ -GS5 Living Online <i>Internet; Navigation and Media Literacy; Browser Functionality; Rights and Usage; Email Clients; Calendering; Communication Methods; Digital Citizenship</i>	See Page 6 for details
18 - 20	Word 2016 – Session 1 <i>Create Documents; Navigate Through Documents; Format Documents; Customize Document Views and Options; Print and Save Documents</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
21 - 22	Word 2016 – Session 2 <i>Insert Text and Paragraphs; Format Text and Paragraphs; Order and Group Text and Paragraphs</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
23 - 24	Word 2016 – Session 3 <i>Create Tables and Lists; Modify a Table; Create and Modify a List;</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
25 - 26	Word 2016 – Session 4 <i>Create and Manage Reference; Create and Manage Simple References</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
27 - 28	Word 2016 – Session 5 <i>Insert and Format Graphic Elements; Format Graphic Elements; Insert and Format SmartArt Graphics</i>	A 2.4, 3.1 AS 4.0, 5.0, 10.0, 11.0
29 - 36	IC ³ -GS5 Key Applications <i>Common Application Features; Word Processing; Spreadsheets; Databases; Presentations;</i>	See Page 7 for details

*Timeline is an estimate. Other topics may be included.

COMPUTING FUNDAMENTALS

Week	Unit	Subject	CA State CTE & Anchor Standards
11	Hardware	Data basics, Memory and storage, Connecting digital cameras, speakers, webcams, printers, general USB devices, external displays, Power management, Drivers, Hardware configuration, Touchscreens vs. non-touchscreens	AS A1.0, A2.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A1.2, A2.2, A2.3, A3.5, B3.2, A3.5, A4.2, A5.1
	Internet Basics	Cellular, Wi-Fi, Wired Networks, Bandwidth, Routers, IP Address, Wired connection, Wireless connection, Connection speed	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A2.3, A3.5, B3.2, D5.3, D5.4, D5.5
	Mobile Devices	Cellular phone basics, Cellular-enabled tablets, Smartphones, Hardwired phones, Voicemail, Instant messaging, Notifications	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A1.2, A2.3, A3.2, D1.1
12	Software Architecture	Operating Systems, Window management, Navigating menus, Software preferences, Desktop communication, Using profiles and permissions, Install-Uninstall and update software	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A3.5, B1.2, B3.1, D1.2, D1.3, D6.1
	File & Software Management	Understanding File Extensions, File permissions and sharing, Attach, zip and send via e-mail, Moving and renaming files, Finding files, Electronic media, Document scanning	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A3.2, B1.2, B1.3, D5.3, D5.4, D5.5
13	Troubleshooting Basics	Basic problem solving, Troubleshooting terminology, Platform compatibility, Media compatibility, Backup and restore, Restore personal device	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A7.5, D1.1, D1.2, D1.3, D1.4
	Cloud Computing	Cloud Basics and Benefits, Using the cloud, Web apps vs. local apps, Online storage apps, Offline storage Apps, Database driven CRM apps.	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A1.2, A2.1, A3.5, A4.2, A4.3, A5.1
14	Security	Usernames & Passwords, Basic accounts settings, Viruses, Types of viruses, Antivirus and firewalls, Secured vs. unsecured networks, Virtual private networks, e-commerce	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ITPS A2.2, A3.6, A4.3, A6.1, A6.2
	GMETRIX	TRAINING/TESTING	
	CERTIPORT	CERTIFICATION EXAM	

LIVING ONLINE

Week	Unit	Subject	CA State CTE & Anchor Standards
15	The Internet	The Internet defined, Network technologies, Types of Domains, Data Size, Bandwidth and Streaming	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 4.1, 5.4, 5.6.
	Navigation and Medial Literacy	Web navigation, Searching the Internet, Research Validity	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 1.2, 2.3, 3.2
	Browser Functionality	HTML and CSS, Cookies and Cache, Plugin and Widgets, Add-ons and In-Browser Apps, Browsers and Breadcrumb, Popups, Windows and Tabs, Bookmarks and Favorites	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 31.2,3.1, D1.2, D1.3, D6.1
16	Rights and Usage	Intellectual Property, Copyrights and Fair Use, Software Licensing, Censorship and Filtering, Plagiarism	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 10.1, 10.5, 10.12
	E-mail Clients	Email Applications, Email Etiquette Replying, Email Etiquette: CC vs. BCC, Email Etiquette: Signature and Headers, Email Etiquette: Spam and Junk Mail, Email History and Management, Email Attachments, Contact Management	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 8.4, 8.8
	Calendaring	Events and appointments, Sharing calendars, Multiple calendars, Subscribing to Calendars.	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 9.1, 9.2, 9.3
17	Communication Methods	Communication technologies, When to email, When to Text, When to Instant Message, When to VoIP, Online Conferencing, Remote Computing	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8
	Digital Citizenship	Technology changes, Digital wellness, Digital identity, Online identity management, Social media, Internal vs. open-media sites, Blogs/Wikis/Forums, Cyberbullying	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 7.2, 7.4
	GMETRIX	TRAINING/TESTING	
	CERTIPORT	CERTIFICATION EXAM	

KEY APPLICATIONS

Week	Unit	Subject	CA State CTE & Anchor Standards
29	Common Application Features	App culture, App stores, Cut, copy and paste, Plain text vs. markup, Spell check and review features, Find and replace, Selecting text or cells, Undo and redo, Views and modes.	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 1.0, 2.1, 2.2 2.3
30	Word Processing	Templates, Orient and margins, Rulers and tabs, Text alignment, Headers and Page numbering, Line spacing, Styles and text formatting, Insert and resize image, Insert table, Columns, Spelling and review options, Accepting changes, Advanced change options, Save and Save as.	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 8.1, 8.3
31			
32	Spreadsheets	Spreadsheet terminology, Cells, rows and columns, Sort and filter data, Formula Basics, Import and add data, Charts and tables, Manipulate and format data, Templates and file types	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 1.3, 2.2
33	Databases	Understanding databases, Databases and the web, Fields, Tables, Queries, Forms, Metadata	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 4.3, 5.4, 6.1
34	Presentations	Slide design and template, Add, delete and move slides, Add media, Add transitions and effect, Presentation views, Slideshow options, Notes, Export presentation to video, Save presentation as PDF, Save presentation as pictures, Save presentation as show, Connecting for presenting	AS A1.0, A3.0, A4.0, A5.0, A6.0, A7.0, A9.0, A10.0, A11.0 ICTP 3.5, A4.2, A5.3
35	GMETRIX	TRAINING/TESTING	
36	CERTIPORT	CERTIFICATION EXAM	

CA State CTE Information and Communication Technologies Pathway Standards
– Information Support and Services Pathway

Students in the Information Support and Services pathway prepare for careers that involve the implementation of computer services and software, support of multimedia products and services, provision of technical assistance, creation of technical documentation, and the administration and management of information and communication systems. Mastery of information and communication technologies is the foundation for all successful business organizations today. Persons with expertise in information and communication technologies support and services are in high demand for a variety of positions in business and industry.

- A1.0** *Describe the role of information and communication technologies in organizations.*
- A1.1 Describe how technology is integrated into business processes.
 - A1.2 Identify common organizational, technical, and financial risks associated with the implementation and use of information and communication systems.
 - A1.3 Model business processes using tools such as organization charts, flowcharts, and timelines.
 - A1.4 Analyze and design business processes in a cycle of continual improvement.
- A2.0** *Acquire, install, and implement software and systems.*
- A2.1 Identify and list the criteria and processes for evaluating the functions of information systems.
 - A2.2 Investigate, evaluate, select, and use major types of software, services, and vendors.
 - A2.3 Install software and setup hardware.
 - A2.4 Define and use appropriate naming conventions and file management strategies.
- A3.0** *Access and transmit information in a networked environment.*
- A3.1 Identify and apply multiple ways to transfer information and resources (e.g., text, data, audio, video, still images) between software programs and systems.
 - A3.2 Validate and cite Internet resources.
 - A3.3 Recognize where processes are running in a networked environment (e.g., client access, remote access).
 - A3.4 Identify and describe the layered nature of computing and networking such as the Open Systems Interconnect (OSI) model.
 - A3.5 Use multiple online search techniques and resources to acquire information.
 - A3.6 Describe and contrast the differences between various Internet protocols: hypertext transfer protocol (http), hypertext transfer protocol secure (https), file transfer protocol (ftp), simple mail transfer protocol (smtp).
- A4.0** *Administer and maintain software and systems.*
- A4.1 Use different systems and associated utilities to perform such functions as file management, backup and recovery, and execution of programs.
 - A4.2 Use a command line interface.
 - A4.3 Automate common tasks using macros or scripting.
 - A4.4 Evaluate the systems-development life cycle and develop appropriate plans to maintain a given system after assessing its impact on resources and total cost of ownership (TCO).
- A5.0** *Identify requirements for maintaining secure network systems.*
- A5.1 Follow laws, regulatory guidelines, policies, and procedures to ensure the security and integrity of information systems.
 - A5.2 Identify potential attack vectors and security threats.
 - A5.3 Take preventative measures to reduce security risks (e.g., strong passwords, avoid social engineering ploys, limit account permissions).
 - A5.4 Use security software and hardware to protect systems from attack and alert of potential threats, anti-malware software, and firewalls.

- A6.0 *Diagnose and solve software, hardware, networking, and security problems.*
- A6.1 Use available resources to identify and resolve problems using knowledge bases, forums, and manuals.
 - A6.2 Use a logical and structured approach to isolate and identify the source of problems and to resolve problems.
 - A6.3 Use specific problem-solving strategies appropriate to troubleshooting, eliminating possibilities, or guess and check.
 - A6.4 Evaluate support needs for different data and systems configurations.
 - A6.5 Evaluate solution methods recognizing the trade-offs of troubleshooting vs. reloading, reimaging, or restoring to factory defaults using a sandbox environment.
 - A6.6 Distinguish types of symptoms and which component's issue could exhibit those symptoms: the user, hardware, network, or software.
 - A6.7 Diagram the underlying processes of a system that are likely involved in a problem.
- A7.0 *Support and train users on various software, hardware, and network systems.*
- A7.1 Recognize the scope of duties ICT support staff have and tiered levels of support.
 - A7.2 Describe and apply the principles of a customer-oriented service approach to supporting users.
 - A7.3 Use technical writing and communication skills to work effectively with diverse groups of people, including users with less technical abilities.
 - A7.4 Document technical support provided such as using a ticketing system.
 - A7.5 Train users to assist them in being self-supporting: formal classes, one-on-one interactions, and process and how-to guides.
- A8.0 *Manage and implement information, technology, and communication projects.*
- A8.1 Develop the purpose and scope of a project.
 - A8.2 Acquire, use, and manage necessary internal and external resources when supporting various organizational systems.
 - A8.3 Use various tools to manage projects involving the development of information and communication systems.
 - A8.4 Analyze business problems by using functional and cost-benefit perspectives.
 - A8.5 Design, develop, implement, and monitor a project by creating and integrating technologies.
 - A8.6 Use a systematic method of continual improvement; plan, do, check, act (PDCA), total quality (TQ), or Six Sigma.

CA State CTE Information & Communication Technologies Anchor Standards

1.0 Academics

Analyze and apply appropriate academic standards required for successful industry sector pathway completion leading to postsecondary education and employment. Refer to the Information and Communication Technologies academic alignment matrix for identification of standards.

2.0 Communications

Acquire and accurately use Information and Communication Technologies sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats. (Direct alignment with LS 9-10, 11-12.6)

3.0 Career Planning and Management

Integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and manage personal career plans. (Direct alignment with SLS 11-12.2)

4.0 Technology

Use existing and emerging technology, to investigate, research, and produce products and services, including new information, as required in the Information and Communication Technologies sector workplace environment. (Direct alignment with WS 11-12.6)

5.0 Problem Solving and Critical Thinking

Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Information and Communication Technologies sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (Direct alignment with WS 11-12.7)

6.0 Health and Safety

Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the Information and Communication Technologies sector workplace environment. (Direct alignment with RSTS 9-10, 11-12.4)

7.0 Responsibility and Flexibility

Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Information and Communication Technologies sector workplace environment and community settings. (Direct alignment with SLS 9-10, 11-12.1)

8.0 Ethics and Legal Responsibilities

Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms. (Direct alignment with SLS 11-12.1d)

9.0 Leadership and Teamwork

Work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution such as those practiced in the Future Business Leaders of America and SkillsUSA career technical student organization. (Direct alignment with SLS 11-12.1b)

10.0 Technical Knowledge and Skills

Apply essential technical knowledge and skills common to all pathways in the Information and Communication Technologies sector, following procedures when carrying out experiments or performing technical tasks. (Direct alignment with WS 11-12.6)

11.0 Demonstration and Application

Demonstrate and apply the knowledge and skills contained in the Information and Communication Technologies anchor standards, pathway standards, and performance indicators in classroom, laboratory, and workplace settings, and through career technical student organizations such as Future Business Leaders of America and SkillsUSA.