

SWEETWATER UNION HIGH SCHOOL DISTRICT

DIVISION OF ADULT EDUCATION

Career Technical Education

Living Online

COURSE APPROVAL

Mission: The Division of Adult Education, a community-focused organization, promotes and facilitates life-long learning for adults to meet the challenges of the 21st century.

Student Learning Outcomes

- Students will establish personal, academic and/or workforce goals and demonstrate progress toward them
- Students will solve problems
- Students will communicate clearly and collaborate with others
- Students will use resources, including technology, to research, organize and communicate information

Course approved by the Board of Trustees

June 27, 2016

Course Revision:

Living Online

Basic Course Information

Course Title:	LIVING ONLINE		
CTE Industry Sector:	INFORMATION TECHNOLOGY		
Career Pathway:	INFORMATION SUPPORT & SERVICES		
Course Level:	<input type="checkbox"/> Introductory	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Concentration
			<input type="checkbox"/> Capstone
Course Number:	0662		
CBEDS Title:	Office Systems and Technologies		
CBEDS Number:	4615		
Course Hours:	144 hours or until competencies are achieved		
Prerequisites:	No Prerequisite. This course is designed for students with limited internet and networking experience.		
Evaluation:	1.-Instructor observation, and assessment of student proficiency in mastering class lessons and over-all operational procedures; 2.-Satisfactory attendance and participation in class activities as evaluated by the instructor. 3.-Performance-based testing; student demonstrates computer proficiency.		
Conditions for Repetition:	Students who have failed to satisfactorily meet the course objectives because of insufficient attendance or inability to master content may, with permission, repeat the course.		
Articulation Information:	NA		
Articulation Credit:	N/A		
High School Elective Credit:	N/A		
Advisory Committee Meetings:	Annually		

Course Description

The Living Online course covers skills for working in an Internet or networked environment and maximizing communication, education, collaboration, and social interaction in a safe and ethical way. Students will be instructed upon communication networks, and how the internet provides many communications services. Students will have the opportunity to learn about electronic communication standards, and why internet security is essential. This course will help students use computers to collect, organize, evaluate, and communicate information.

Instructional Strategies

Teacher lecture and demonstration	10%
Teacher supervision of lab work	80%
Instructor/student consultations	10%

Instructional Materials

Textbooks: IC3 Certification Guide Using Microsoft Windows 7 & Microsoft Office 2013

Career Plan: How this Course fits into the Course Sequence

Sequence of Courses	Course Level			Primary Funding Source		Perkins Funded Yes or No	Total Duration (In hours)
	Intro.	Concentration	Capstone	District/COE	ROCP		
Computing Fundamentals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	144
Living Online	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	144
Key Applications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	288

Occupations for Identified Pathway

Pathway occupations organized by level of education and training required for workplace entry. (Asterisked occupations require certification or licensure.)	
Postsecondary Training (certification and/or AA degree)	College University (bachelor's degree or higher)
<ul style="list-style-type: none"> • Computer Operators • Data Entry Keyers • Office Support Supervisor 	<ul style="list-style-type: none"> • Computer Support Specialist • Database Administrators • Executive Secretaries

Course Goals

1. Define communication networks and identify the differences between public and private networks.
2. Describe the components for electronic communication and identify several internet communication services.
3. Identify the advantages and disadvantages of electronic communication.
4. Use advanced features to refine a search.
5. Identify security risks and protect data.

Instructional Module/Unit

Unit 1	World Wide Web	Class Hrs.	5	Lab Hrs.	20
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Description:

Students will prepare to browse the internet by reviewing how web sites are organized, and identifying common web page elements. Students also learn how to perform basic tasks using a web browser.

Unit 1 Competency: Upon Completion of this course, the student is able to:

1. Explain the difference between the internet, the World Wide Web, and browsers.
2. Explain the structure of a URL
3. Identify common web page elements.
4. Identify the basic functions of web browsers.
5. Navigate in a browser.
6. Use tabbed browsing, bookmarks and view history.

Anchor Standards:	Pathway Standards:	Academic Standards:
2.1-2.4, 4.1-4.2, 5.1-5.5, 7.1-7.4, 9.1-9.3, 10.1-10.5, 11.1-11.2	A1.1, A2.1, A3.2, A4.1, A6.1, A8.1	LS 11-12.1-12.6, RSIT 11-12.1-12.3, 11-12.7, RSIT 11-12.1-12.3,

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		12.7, WS 11-12.1-12.8, G-MG 1, N-Q 1, 2, S-IC 6
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Unit 2	Getting Connected	Class Hrs.	10	Lab Hrs.	20
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Description:

Students will examine the hardware, media and configuration settings that are required to connect to an organization's network or to the internet.

Unit 2 Competency: Upon Completion of this course, the student is able to:

1. Create appropriate professional and informal messages.

2. Explain the purpose of usernames, passwords, and credentials.

3. Explain the advantages of networking.

4. Explain common networking speeds and models.

5. Explain the role of TCP.

6. Explain how wired and wireless connections work.

7. Describe LANs and WANs

8. Identify methods for connecting to the internet.

9. Explain the use of virtual private networks (VPNs)

10. Explain the role of firewalls and gateways.

Anchor Standards:	Pathway Standards:	Academic Standards:
2.1-2.7, 3.2, 4.1-4.3, 4.6, 5.1-5.4, 6.2, 7.3-7.4, 8.7, 9.3, 9.7, 10.1-10.3, 10.9-10.11, 11.1, 11.2, 11.5	A1.1, A3.1, A3.5, A3.6, A4.1, A5.3, A5.2, A5.4, A6.6, A7.3, A8.1, A8.3	LS 11-12.1-12.6, RSIT 11-12.1-12.3, 11-12.7, RSIT 11-12.1-12.3, 12.7, WS 11-12.1-12.8, G-MG 1, N-Q 1, 2, S-IC 6

Unit 3	Digital Communication	Class Hrs.	10	Lab Hrs.	20
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Description:

Students will be introduced to different communication methods and means of sharing information, with an emphasis on using electronic mail.

Unit 3 Competency: Upon Completion of this course, the student is able to:

1. Define the time-shifted and real-time communication methods.

2. Identify the guidelines for creating effective personal and professional communications.

3. Identify users on communication systems.

4. Understand the advantages of electronic communication.

5. Address an email and identify email components.

6. Use attachments effectively.

7. Deal with junk mail.

8. Identify common problems with electronic communication.

Anchor Standards:	Pathway Standards:	Academic Standards:
2.1-2.7, 3.2, 4.1-4.3, 4.6, 5.1-5.4, 6.2, 7.3-7.4, 8.7, 9.3, 9.7, 10.1-10.3, 10.9-10.11, 11.1, 11.2, 11.5	A1.1, A3.1, A3.5, A3.6, A4.1, A5.3, A5.4, A6.6, A7.3, A8.1, A8.3	LS 11-12.1-12.6, RSIT 11-12.1-12.3, 11-12.7, RSIT 11-12.1-12.3, 12.7, WS 11-12.1-12.8, G-MG 1, N-Q 1, 2, S-IC 6

Unit 4	Digital Citizenship	Class Hrs.	10	Lab Hrs.	20
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Description:

Students will learn that the internet, the World Wide Web, and Web browsers have different terminology. They will identify several methods for connecting to the internet, and different types of internet connections provide a range of options. Students will complete projects in class, to assimilate the knowledge acquired. They will examine the practices of good digital citizenship and online safety.

Unit 4 Competency: Upon Completion of this course, the student is able to:

1. Categorize Web sites.
2. Set up and troubleshoot an internet connection.
3. Identify the standards for professional communication.
4. Avoid inappropriate behavior while online.
5. Understand intellectual property, copyright and licensing rules.
6. Protect a computer from software threats.
7. Detect viruses and know what to do to prevent them from damaging a computer.
8. Protect themselves when conducting e-commerce or purchasing online.

Anchor Standards:	Pathway Standards:	Academic Standards:
2.1-2.7, 3.2, 4.1-4.6, 5.1-5.4, 6.2, 7.3-7.4, 8.7, 9.3, 9.7, 10.1-10.3, 10.9-10.11, 11.1, 11.2, 11.5	A1.1, A3.1, A3.5, A3.6, A4.1, A5.1- A5.4, A6.1-6.7, A7.3, A8.1, A8.3	LS 11-12.1-12.6, RSIT 11-12.1-12.3, 11-12.7, RSIT 11-12.1-12.3, 12.7, WS 11-12.1-12.8, G-MG 1, N-Q 1, 2, S-IC 6

Unit 5	Finding Information	Class Hrs.	9	Lab Hrs.	20
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Description:

Students will conduct research and evaluate information they find on the Internet. They also will learn to evaluate the quality of the Web page content and about plagiarism. Students will complete projects during class to reinforce this knowledge.

Unit 5 Competency: Upon Completion of this course, the student is able to:

1. Evaluate the quality of the Web page content.
2. Cite Internet Sources.
3. Evaluate search results and information on the internet.
4. Define what a search engine is and how it works.
5. Narrow a search using a search engine.

Anchor Standards:	Pathway Standards:	Academic Standards:
2.1-2.7, 3.2, 4.1-4.6, 5.1-5.4, 6.2, 7.3-7.4, 8.7, 9.3, 9.7, 10.1-10.3, 10.9-10.11, 11.1, 11.2, 11.5	A1.1, A3.1, A3.5, A3.6, A4.1, A5.1- A5.4, A6.1-6.7, A7.3, A8.1, A8.3	LS 11-12.1-12.6, RSIT 11-12.1-12.3, 11-12.7, RSIT 11-12.1-12.3, 12.7, WS 11-12.1-12.8, G-MG 1, N-Q 1, 2, S-IC 6

Totals	Theory Hrs.	44	Lab Hrs.	100	Total Hrs.	144
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APPENDIX A:

MATRIX FOR ALL ASPECTS OF THE INDUSTRY

All Aspects of the Industry is a key element of the Carl D. Perkins Vocational and Applied Technology Education Act and the School-to Work Opportunities Act. Both acts emphasize giving students a comprehensive perspective and range of skills across an industry. The Perkins Act requires programs to “provide students with strong experience in and understanding of all aspects of the industry students are preparing to enter”. The Act identifies eight aspects in particular, which are common to any business or industry. Programs receiving Perkins funds are required to include the teaching of these concepts to provide students with the skills necessary to be successful in their employment.

STRATEGIES

Below is a matrix showing the components of “All Aspects of the Industry for the *name of Course.*” A list of strategies is provided for each component.

ASPECTS	SEQUENCE OF COURSES		
	Course 1: Computing Fundamentals	Course 2: Living Online	Course 3: Key Applications
Planning	Bridge the gap by becoming technologically literate students able to access information, solve problems, create, innovate and express themselves through the skillful use of a variety of technologies.	Following guidelines and polices, exercising ethical behavior, and respecting copyright laws govern your use of computers, devices, and online services.	Provide core office skills that will prepare students for a wide range of jobs in the technology field in order to prepare for the workplace of tomorrow.
Management	Learn basic concepts of how computer programs work, through a hands-on, show and tell type approach with a focus on increasing foundational skills.	Understand that software components provide remote access to networks and the tools needed to transmit data in the required formats. Also, know that electronic communications is the technology that enables users to transmit text, numbers, voice, and video from one computer or device to another.	Monitor work performance and identify opportunities for improvement. Understand the standard of work expected at a work site. Learn how to manage time and priorities.
Finance	Access up-to-date and useful information including current technologies; allowing student to become better decision maker when purchasing computing devices.	Make informed decisions about the acquisition of technology to facilitate electronic and other forms of communication.	Learn relevant workforce readiness skills that differentiate students in the job market and increase employability. Become aware of career options and lifelong learning opportunities
Technical & Production Skills	Acquire new avenues for learning (such as Internet research) and overcome barriers associated with computing so that student can achieve success and gain practical skills.	Be aware that there are several types of networks that can be categorized by the scope of the network and the design of the communication method. Also, know that network connections present challenges and we should evaluate potential risks when we access them.	Students learn to maximize office productivity and efficiency developing practical skills while increasing proficiency with Microsoft Office Software.
Underlying Principles Of Technology	Gain awareness of the underlying principles of technology which are essential for future development.	Be aware that Principles of Technology blends an understanding of basic principles with practice, which will be used for upcoming practice.	Enable students to be productive users of Microsoft Office and other software tools for a wide range of jobs and other life pursuits.
Labor Issues	Obtain effective learning strategies and become aware of career options and lifelong learning opportunities. (General workplace knowledge and skills are infused throughout the course).	Understand that computers are used in different areas of work, school, and home to collect, organize, evaluate, and communicate information. Computers help users increase productivity, collaborate with others, facilitate learning, promote creativity, support critical thinking, and facilitate daily life.	Certification of level skills for job requirements.

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Community Issues	Use technology in an ethical and legal manner, and understand how technology affects society.	Know that society has benefitted in many ways because of developments in the internet and network capabilities in the last several years.	Students learn to implement effective verbal communication with clients and colleagues. Students acknowledge and act upon constructive feedback from team members.	
Health, Safety, & Environmental Issues	Increase awareness of health, safety and environmental issues ensuring student is able to make informed and responsible decisions.	Gain awareness that advantages in technologies provide beneficial assistance for individuals with disabilities, unrestricted access to data can be dangerous, and communications netiquette refers to good manners and proper behaviors when communicating through electronic media.	Ergonomics as well as safety issues related to use of computer equipment and software.	