

Syllabus*

Ridge View High School
Columbia, South Carolina

Instructor: Mr. Michael S. Houck E-Mail: mhouck@richland2.org 803.699.2999 x368

COURSE TITLE: IC3 – Information Technology Foundations

Course Description:

This course is designed to prepare the student to take the IC³ Certification test. The course introduces the student to basic concepts in computer and information technology. The areas of instruction covered include computer hardware, software, Internet, and network systems.

PREREQUISITE: Enrollment in English 1 CP and Algebra I CP or teacher recommendation

CREDIT: 1 Carnegie unit

COURSE COMPETENCIES:

Computing Fundamentals

Computer Hardware:

Identify types of computers, how they process information and how individual computers interact with other computing systems and devices

Identify the function of computer hardware components

Identify the factors that go into an individual or organizational decision on how to purchase computer equipment

Identify how to maintain computer equipment and solve common problems relating to computer hardware

Computer Software:

Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded

Identify different types of software, general concepts relating to software categories, and the tasks to which each type of software is most suited or not suited

Identify fundamental concepts relating to database applications

Using an Operating System:

Identify what an operating system is and how it works, and solve common problems related to operating systems

Manipulate and control the Windows desktop, files and disks

Identify how to change system settings, install and remove software

Key Applications

Common Program Functions:

Be able to start and exit a Windows application and utilize sources of online help

Identify common on-screen elements of Windows applications, change application settings and manage files within an application

Perform common editing and formatting functions

Perform common printing functions

Word Processing Functions:

Be able to format text and documents including the ability to use automatic formatting tools

Be able to insert, edit and format tables in a document

Spreadsheet Functions:

Be able to modify worksheet data and structure and format data in a worksheet

Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet

Presentation Software:

Be able to create and format simple presentations

Living Online

Networks and the Internet:

Identify network fundamentals and the benefits and risks of network computing

Identify the relationship between computer networks, other communications networks (like the telephone network) and the Internet

Electronic Mail:

Identify how electronic mail works

Identify how to use an electronic mail application

Identify the appropriate use of e-mail and e-mail related "netiquette"

Using the Internet:

Identify different types of information sources on the Internet

Be able to use a Web browsing application

Be able to search the Internet for information

The Impact of Computing and the Internet on Society:

Identify how computers are used in different areas of work, school, and home

Identify the risks of using computer hardware and software

Identify how to use the Internet safely, legally, and responsibly

Note* The instructor reserves the right to change or alter this document as needed.

INSTRUCTIONAL MATERIALS, SUPPLIES, AND EQUIPMENT:

All books and equipment are provided by the instructor. Students are required to provide paper, pencil, pen, 3-Ring Binder, and 5 floppy disks (or Flash Drive).

REQUIRED TEXTBOOKS / INSTRUCTIONAL MATERIAL:

Ambrose Ann, Bergerud Marly, Busche Donald. Computer Literacy BASICS A Comprehensive Guide to IC³
1st Ed. Course Technology, Boston Massachusetts 2005

EVALUATION SYSTEM: Students will be given five (5) minutes to calculate and record his/her class average and attendance each Friday and will be graded using the following criteria each grading period:

"Students will be held to the Academic Integrity policy of Richland District II."

Homework = 20% (includes Students' Notebook, Review Questions, Critical Thinking, Projects, etc...)

Daily Grade = 20% to include:

Attendance (Unverified (unexcused) absences, tardies, etc...)

Participation

1. Includes bringing required textbook / supplies to class each day.
2. Working on assignments from "bell to bell."

Safety

Leadership

Self-control

Quizzes = 25%

Tests = 35% (includes Module Exams)

Semester Examination = 20% of Semester Grade

ALL WRITTEN TESTS MUST BE PASSED WITH 70% ACCURACY.

Students who score below 70% will be allowed one re-test after a 24 hour waiting period. All re-tests will be taken on the student's time (i.e. lunch time, before school, or at a time set up by the instructor).

GRADING CRITERIA:

A = 100 – 93

B = 92 – 85

C = 84 – 77

D = 76 – 70

F = 69 or below

CLASSROOM RULES:

1. Enter the classroom quietly before the tardy bell rings.
2. Begin working on class assignments.
3. Do not sit on top of tables, desks, or AC Unit.
4. Bring all required class materials (i.e., paper, pencil) to class everyday.
5. Only one student may leave the classroom at any time during class.
6. **No Food or Drinks are allowed.**
7. No horse-playing is allowed.
8. Do not energize any equipment without permission.
9. You are responsible for cleaning up after yourself.
10. Listen to the teacher and follow his instructions.

PENALTIES FOR VIOLATING CLASS RULES :

Rule 1

- First Offense: Oral Warning
- Second Offense: Tardy Issued
- Third Offense: Tardy Issued / Conference with Parents

Rules 2, 3, 4, & 9

- First Offense: Oral Warning
- Second Offense: Conference with Parents
- Third Offense: Discipline Referral

Rule 5

Students may only leave the classroom in case of an emergency. If the student leaves the classroom without permission or goes anywhere except to the destination where permission was granted, the student will be referred to an Administrator.

Rules 6, 7, & 8

First Offense: Conference with Parents and Administration Notified

Second Offense: Discipline Referral

Third Offense: Discipline Referral

Rule 10 - Covers all rules not previously listed.

First Offense: Conference with student

Second Offense: Conference with Parents and Administration

Third Offense: Discipline Referral



RIDGE VIEW HIGH SCHOOL
COLUMBIA, SOUTH CAROLINA

Information Technology Foundations – IC³ OUTLINE

Student: _____

Class Period: _____

Mr. Houck, Teacher

mhouck@richland2.org

School Year: 2009 - 2010

<http://www.rvhs-aplus.com>

COMPUTING FUNDAMENTALS

		Grade	Initial
<p>LESSON 1—INTRODUCING COMPUTERS 1.5 HOURS</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Define a computer. • Identify how computers are used in our daily lives. • Compare and classify types of computers. • List the parts of a computer system. • Explain how computers are integrated into larger systems through networks. 			
1	Read the following pages 3 - 15		
2	Complete the Vocabulary Review on Page 15		
3	Complete the Review Questions on Pages 15 - 17		
4	Complete the Projects on Pages 17 - 18		
5	Complete Critical Thinking assignment on Page 18		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
<p>LESSON 2—COMPUTER HARDWARE 1.5 HOURS</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Identify computer system components. • Explain how the CPU works. • Differentiate between RAM and ROM. • Describe how data is represented. • Identify and describe the most common input devices. • Identify and describe the most common output devices. • Identify and describe storage devices. 		Grade	Initial
1	Read the following pages 19 - 39		

2	Complete the Vocabulary Review on Page 39		
3	Complete the Review Questions on Pages 40 - 41		
4	Complete the Projects on Pages 41 - 42		
5	Complete Critical Thinking assignment on Page 42		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 3—MAINTAINING AND PROTECTING HARDWARE 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Explain how to evaluate computer hardware to purchase components or upgrades. • Identify and describe how input and output devices are connected to the computer. • Describe the routine maintenance tasks necessary to keep your computer in good working condition. • Explain how to use troubleshooting techniques to solve computer-related problems. • Understand how to protect the computer system from damage. • Identify factors that can damage storage media and learn how to safeguard stored data. 	Grade	Initial
1	Read the following pages 43 - 54		
2	Complete the Vocabulary Review on Page 54		
3	Complete the Review Questions on Pages 54 - 55		
4	Complete the Projects on Pages 55 -56		
5	Complete Critical Thinking assignment on Page 56		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 4—COMPUTER SOFTWARE 1.5 HOURS</p> <p>Objectives When you have finished this lesson, you will be able to:</p>	Grade	Initial

	<ul style="list-style-type: none"> • Distinguish between software and hardware. • Explain how a computer software program works. • Understand the steps involved in software development. • Describe the difference between applications software and systems software. • Describe the three categories of systems programs. • Describe operating systems for microcomputers, including network operating systems. • Define a user interface. • Explain the difference between a command-line user interface and a graphical user interface. • Understand the boot process a computer goes through when you start it. 		
1	Read the following pages 57 - 70		
2	Complete the Vocabulary Review on Page 70		
3	Complete the Review Questions on Pages 70 – 71		
4	Complete the Projects on Page 72		
5	Complete Critical Thinking assignment on Page 72		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 5—ESSENTIAL COMPUTER SKILLS 1.5 HOURS</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Start and shut down a computer correctly. • Use storage media to safely store and access data. • Open and close a window. • Name the parts of a window. • Explain how to change the size of a window and switch between open windows. • Create and manage files and folders. • Start and exit a software program. • Install new software. 	Grade	Initial
1	Read the following pages 73 - 89		
2	Complete the Vocabulary Review on Page 89		
3	Complete the Review Questions on Pages 89 - 91		

4	Complete the Projects on Pages 91 -92		
5	Complete Critical Thinking assignment on Page 92		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 6—USING TECHNOLOGY TO SOLVE PROBLEMS 1.5 HOURS</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Define problem solving. • Identify technology tools for solving problems. • Identify problem-solving steps. • Identify fundamental concepts of software applications including word processing, spreadsheets, databases, graphics and multimedia, and presentation software. • Explain how computer software can be used to solve problems. • Explain how other forms of technology are used to solve problems. 	Grade	Initial
1	Read the following pages 93 - 106		
2	Complete the Vocabulary Review on Page 106		
3	Complete the Review Questions on Page 107		
4	Complete the Projects on Page 108		
5	Complete Critical Thinking assignment on Page 108		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 7—THE WINDOWS OPERATING SYSTEM 1.5 HOURS</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Describe the general features of Windows XP. • Use a mouse to move around the desktop. • Identify the parts of the window and what each one does. • Work with menus and menu elements. • Work with dialog boxes. • Manipulate multiple windows. 	Grade	Initial

	<ul style="list-style-type: none"> • Access the Windows Help feature. • Shut down Windows. 		
1	Read the following pages 109 - 133		
2	Complete the Vocabulary Review on Page 134		
3	Complete the Review Questions on Pages 134 - 135		
4	Complete the Projects on Pages 135 - 136		
5	Complete Critical Thinking assignment on Page 136		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 8—CHANGING SETTINGS AND CUSTOMIZING THE DESKTOP 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Understand the settings on the Control Panel. • Apply a predefined theme to the desktop. • Change the Windows desktop background. • Customize the icons on the desktop. • Clean up your desktop. • Explain what a shortcut is and how it is used. • Create and delete shortcuts. • Assign a shortcut key to a shortcut. • Add a program to the Quick Launch bar. 	Grade	Initial
1	Read the following pages 137 - 153		
2	Complete the Vocabulary Review on Page 153		
3	Complete the Review Questions on Pages 153 - 154		
4	Complete the Projects on Page 154 - 155		
5	Complete Critical Thinking assignment on Page 156		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 9—USING WINDOWS EXPLORER</p> <p>1.5 HOURS</p>	Grade	Initial

	<p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Define uses for Windows Explorer. • Identify the parts of the Explorer window and the icons used to represent drives, disks, files, and folders. • Use Explorer to view the contents of a drive or folder. • Expand and collapse the folder list. • Change the view in the Explorer contents pane. • Sort the information in the contents pane by criteria in the Details view. • Display information about a file or folder in the Properties dialog box. • Search for files or folders. 		
1	Read the following pages 157 - 172		
2	Complete the Vocabulary Review on Page 172		
3	Complete the Review Questions on Pages 172 - 173		
4	Complete the Projects on Pages 173 - 175		
5	Complete Critical Thinking assignment on Page 175		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 10—FILE MANAGEMENT WITH WINDOWS EXPLORER 1.5 HOURS</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Create folders and subfolders. • Recognize and distinguish between different types of icons. • Understand how to run an application or open a document file from Explorer. • Name and rename files and folders. • Delete folders and restore (undelete) a deleted folder from the Recycle Bin. • Manage the display and organization of files. • Copy, delete, and move files from one folder to another. • Use Disk Cleanup to clear your disk of unnecessary files. • Run Disk Defragmenter to make your computer operate more efficiently. 	Grade	Initial
1	Read the following pages 177 - 193		
2	Complete the Vocabulary Review on Page 193		
3	Complete the Review Questions on Page 194		

4	Complete the Projects on Pages 195 -196		
5	Complete Critical Thinking assignment on Page 196		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
8	Complete the Computing Fundamentals Module Review on Pages 197 - 200		
9	Module 1 Exam		
KEY APPLICATIONS			
	LESSON 11—USING MICROSOFT OFFICE 2003 <p style="text-align: right;">1.5 HOURS</p> <p>Objectives</p> <p>When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Start Office 2003 applications. • Navigate through an Office document window. • Customize the document window to make it easier to accomplish specific tasks. • Open, save, and print documents. • Close documents and applications. • Use onscreen and online help features. 	Grade	Initial
1	Read the following pages 203 - 220		
2	Complete the Vocabulary Review on Page 220		
3	Complete the Review Questions on Pages 220 - 221		
4	Complete the Projects on Pages 222 - 223		
5	Complete Critical Thinking assignment on Page 223		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	LESSON 12—WORD ESSENTIALS <p style="text-align: right;">1 HOUR</p> <p>Objectives</p>	Grade	Initial

	<p>When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Create a new document. • Enter text in a document. • Select text. • Display nonprinting characters. • Change views in the document window. • Add comments and print a document with its comments. • Track changes made to a document. 		
1	Read the following pages 225 - 236		
2	Complete the Vocabulary Review on Page 237		
3	Complete the Review Questions on Pages 237 - 238		
4	Complete the Projects on Pages 238 - 239		
5	Complete Critical Thinking assignment on Page 239		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 13—EDITING AND FORMATTING DOCUMENTS 1 HOUR</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Delete and insert text using the Backspace and Delete keys and Insert and Overtyping mode. • Use the Undo and Redo features. • Edit text using drag-and-drop editing and the cut, copy, and paste commands. • Find and replace text. • Format text with fonts, line spacing, alignment, tabs and indents, page breaks, and bulleted and numbered lists. • Check and correct spelling and grammar. • Display document statistics, such as word count. • Use Print Preview and format a document for printing. 	Grade	Initial
1	Read the following pages 241 - 265		
2	Complete the Vocabulary Review on Page 265		
3	Complete the Review Questions on Pages 265 - 266		
4	Complete the Projects on Pages 266 - 268		

5	Complete Critical Thinking assignment on Page 269		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 14—WORKING WITH TABLES 1.5 HOURS</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Create a table. • Insert and delete rows and columns. • Insert and edit table text. • Adjust column width and center a table. • Use the Draw Table and Eraser tools to create a table grid. • Format text alignment and direction within a table cell. • Format borders and shading. • Sort data in a table. • Convert text to a table and AutoFormat the table. 	Grade	Initial
1	Read the following pages 271 - 286		
2	Complete the Vocabulary Review on Page 286		
3	Complete the Review Questions on Page 287		
4	Complete the Projects on Pages 288 - 290		
5	Complete Critical Thinking assignment on Page 290		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 15—ENHANCING DOCUMENTS 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Format text in columns. • Format borders and shading. • Insert page numbers and create a header and footer. • Create, modify, and format endnotes and footnotes. • Insert clip art and other graphics and resize and position graphics. • Use drawing tools. • Open templates and apply styles to create effective documents efficiently. 	Grade	Initial

	<ul style="list-style-type: none"> Use text tools including the thesaurus, AutoComplete, and AutoText to increase the quality of your work. 		
1	Read the following pages 291 - 314		
2	Complete the Vocabulary Review on Page 314		
3	Complete the Review Questions on Pages 314 - 315		
4	Complete the Projects on Pages 316 - 318		
5	Complete Critical Thinking assignment on Page 318		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 16—EXCEL ESSENTIALS 1 HOUR</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> Identify the parts of the Excel screen. Create and navigate through a worksheet. Use the AutoCorrect and AutoComplete features in Excel. Insert and delete rows and columns. Change column width and row height, including using AutoFit to fit the column width to the cell contents. Copy, clear, move, and delete data. Use AutoFill to copy the same data into a range of cells. Format the contents of a cell and add shading and border formats to a range of cells. Use the Undo and Redo features. 	Grade	Initial
1	Read the following pages 319 - 335		
2	Complete the Vocabulary Review on Page 336		
3	Complete the Review Questions on Page 336		
4	Complete the Projects on Pages 337 - 339		
5	Complete Critical Thinking assignment on Page 339		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		

		Grade	Initial
	<p>LESSON 17—ORGANIZING WORKSHEETS 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Merge cells. • Fill a data series in adjacent cells. • Use AutoFormat to format a worksheet. • Create multiple worksheets. • Sort data in a worksheet. • Change the page setup. • Add headers and footers to a worksheet. • Preview and print a worksheet. 		
1	Read the following pages 341 - 358		
2	Complete the Vocabulary Review on Page 359		
3	Complete the Review Questions on Pages 359 - 360		
4	Complete the Projects on Pages 360 - 362		
5	Complete Critical Thinking assignment on Page 362		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 18—CREATING FORMULAS AND CHARTING DATA 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Understand and create formulas in a worksheet. • Identify and correct formula errors. • Use the AutoSum feature. • Understand and use function formulas. • Understand and use relative and absolute cell references. • Create a chart from worksheet data. • Edit chart data and change chart formats and options. • Interpret data from worksheets and charts. 	Grade	Initial
1	Read the following pages 363 - 384		
2	Complete the Vocabulary Review on Page 384		
3	Complete the Review Questions on Pages 384 - 385		

4	Complete the Projects on Pages 385 – 387		
5	Complete Critical Thinking assignment on Page 387		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 19—POWERPOINT ESSENTIALS 1 HOUR</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Open and save an existing presentation. • Identify the parts of the PowerPoint screen. • Navigate through a presentation. • Change the slide view. • Create a new presentation. • Apply a design template. • Add, delete, copy, and move slides. • Preview a presentation. 	Grade	Initial
1	Read the following pages 389 - 404		
2	Complete the Vocabulary Review on Page 404		
3	Complete the Review Questions on Page 405		
4	Complete the Projects on Pages 406 - 407		
5	Complete Critical Thinking assignment on Page 407		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 20—ENHANCING PRESENTATIONS WITH MULTIMEDIA EFFECTS 1 HOUR</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Add information to a slide. • Format text. • Insert pictures and other graphics. • Change the slide layout. • Use Slide Masters. • Create transitions between slides. 	Grade	Initial

	<ul style="list-style-type: none"> • Change the order of slides in a presentation. • Print handouts and notes to accompany a slide show. 		
1	Read the following pages 409 - 425		
2	Complete the Vocabulary Review on Page 425		
3	Complete the Review Questions on Pages 425 - 426		
4	Complete the Projects on Pages 426 - 428		
5	Complete Critical Thinking assignment on Page 429		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 21—ACCESS ESSENTIALS 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Identify the parts of the Access screen. • Understand the purpose of the database objects. • Create a table using a Wizard. • Enter records in a database. • Change the column width. • Add and delete fields. • Change field properties. • Edit, add, and delete records. 	Grade	Initial
1	Read the following pages 431 - 449		
2	Complete the Vocabulary Review on Page 449		
3	Complete the Review Questions on Page 450		
4	Complete the Projects on Pages 451 - 453		
5	Complete Critical Thinking assignment on Page 453		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 22—MANAGING AND REPORTING DATABASE INFORMATION 1 HOUR</p> <p>Objectives</p>	Grade	Initial

	<p>When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Change the datasheet layout. • Create a form. • Enter and edit data in a form. • Sort data in Datasheet view. • Find and replace data in Datasheet view. • Create a query. • Print a report. • Create mailing labels. 		
1	Read the following pages 455 - 473		
2	Complete the Vocabulary Review on Page 473		
3	Complete the Review Questions on Page 474		
4	Complete the Projects on Pages 475 - 477		
5	Complete Critical Thinking assignment on Page 477		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
8	Complete the Key Applications Module Review on Pages 479 - 483		
9	Module 2 Exam		
LIVING ONLINE			
	<p>LESSON 23—NETWORKS AND TELECOMMUNICATION 1 HOUR</p> <p>Objectives</p> <p>When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Describe a network. • Explain the benefits of a network. • List and describe the types of networks. • Explain the advantages and disadvantages of networked computing. • List and describe communications media. • Describe communications hardware. • Describe network architecture. • Describe communications software. 	Grade	Initial

1	Read the following pages 487 - 499		
2	Complete the Vocabulary Review on Page 499		
3	Complete the Review Questions on Pages 499 - 500		
4	Complete the Projects on Page 501		
5	Complete Critical Thinking assignment on Page 501		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 24—E-MAIL AND EFFECTIVE ELECTRONIC COMMUNICATION 1.5 HOURS</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Understand and use e-mail features in Outlook. • Send and receive e-mail. • Organize and manage e-mail you receive. • Write effective and professional e-mail. • Manage an address book. • Explain other types of electronic communication. 	Grade	Initial
1	Read the following pages 503 - 522		
2	Complete the Vocabulary Review on Page 522		
3	Complete the Review Questions on Page 523		
4	Complete the Projects on Pages 523 - 525		
5	Complete Critical Thinking assignment on Page 525		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 25—INTERNET ESSENTIALS 1.5 HOURS</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Explain the origin of the Internet. • Explain how to connect to the Internet and how it works. • Understand how to use a browser to surf the Internet. 	Grade	Initial

	<ul style="list-style-type: none"> • Understand how to customize browser settings. • List the major features of the Internet and explain what they do. • Access a recently visited Web site using the History feature. • Refresh a Web page by reloading it directly from the Web site. • Explain how a Web site’s security makes it possible to safely provide private information. • Understand how to troubleshoot problems encountered when browsing Web pages. 		
1	Read the following pages 527 - 546		
2	Complete the Vocabulary Review on Page 546		
3	Complete the Review Questions on Pages 546 - 547		
4	Complete the Projects on Pages 547 - 548		
5	Complete Critical Thinking assignment on Page 548		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 26—RESEARCHING ON THE INTERNET 1.5 HOURS</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • List some reasons for searching the Internet. • Describe different search approaches. • Define a search engine and explain how search engines work. • Identify some of the more popular search engines. • Describe some search tips and tricks. • Copy, save, and print Web page data. • Bookmark a Web site as a “Favorite” site so you can return to it quickly. • Download a file from a Web site. 	Grade	Initial
1	Read the following pages 549 - 565		
2	Complete the Vocabulary Review on Page 565		
3	Complete the Review Questions on Page 566		
4	Complete the Projects on Pages 567		
5	Complete Critical Thinking assignment on Page 568		
6	Successfully complete quiz with a passing score of 70% or better.		

7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 27—EVALUATING ONLINE INFORMATION 1 HOUR</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Identify types of Internet resources. • Identify criteria for evaluating electronic information. • Use assessment tools to evaluate electronic information. • Understand the rules of copyright. • Cite Internet resources appropriately. 	Grade	Initial
1	Read the following pages 569 - 577		
2	Complete the Vocabulary Review on Page 577		
3	Complete the Review Questions on Pages 577 - 578		
4	Complete the Projects on Page 579		
5	Complete Critical Thinking assignment on Page 579		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 28—TECHNOLOGY AND SOCIETY 1 HOUR</p> <p><u>Objectives</u> When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Describe the impact of technology on business. • Describe the impact of technology on education and learning. • Describe the impact of technology on science and medicine. • Describe the impact of technology on our everyday lives as we work and play. 	Grade	Initial
1	Read the following pages 581 - 593		
2	Complete the Vocabulary Review on Page 594		
3	Complete the Review Questions on Pages 594 - 595		
4	Complete the Projects on Page 595		
5	Complete Critical Thinking assignment on Page 595		

6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
	<p>LESSON 29—SECURITY, PRIVACY, AND ETHICS ONLINE 1 HOUR</p> <p>Objectives When you have finished this lesson, you will be able to:</p> <ul style="list-style-type: none"> • Understand methods you can use to prevent data loss. • Identify types of computer crimes. • Identify computer viruses. • Identify various security measures. • Understand how computer use can impact your privacy. • Explore other legal and ethical issues concerning electronic information. • Identify the responsibilities associated with technology use. • Explain how to maintain a working environment that is safe and use computer equipment in a way that prevents personal injury. 	Grade	Initial
1	Read the following pages 597 - 608		
2	Complete the Vocabulary Review on Page 609		
3	Complete the Review Questions on Page 609 -610		
4	Complete the Projects on Page 610		
5	Complete Critical Thinking assignment on Page 610		
6	Successfully complete quiz with a passing score of 70% or better.		
7	Successfully complete test with a passing score of 70% or better.		
8	Complete the Living Online Module Review on Pages 611 - 613		
9	Module 3 Exam		
	FINAL EXAM		