

## MODESTO CITY SCHOOLS COURSE OUTLINE

<b>Course Title</b>	Digital Information Technology OLL S1 Digital Information Technology OLL S2
<b>Course Number</b>	OLL06401 OLL06402
<b>Recommended Grade</b>	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12
<b>Duration</b>	<input type="checkbox"/> Quarter <input checked="" type="checkbox"/> Semester
<b>Credit</b>	<input type="checkbox"/> 2.5 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 10
<b>Repeatable for Credit</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Required for Graduation</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Meets Graduation Requirement</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>CALPADS Course Number</b>	8100
<b>CALPADS Course Name</b>	Introduction to Information and Communication Technologies
<b>Meets UC/CSU Requirements</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which area? <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G
<b>CTE Course</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>CTE Course Level</b>	<input checked="" type="checkbox"/> Introduction <input type="checkbox"/> Concentrator <input type="checkbox"/> Capstone
<b>Part of a Course Pathway</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, which pathway? ALL in Information and Communication Technologies
<b>Credential Requirements</b>	
<b>Replaces</b>	N/A
<b>Recommended Prerequisites</b>	N/A
<b>Aligned to Standards Date</b>	
<b>Content Delivery Method</b>	<input type="checkbox"/> Instructor Led <input checked="" type="checkbox"/> Online Provider Modesto Virtual Academy
<b>Other Information</b>	
<b>Board Approval Date</b>	
<b>Implementation Date</b>	Fall 2020

**Course Description:**

**Required Text(s):** (Title, Publisher, Year):

**Supplementary Materials(s):**



**Course Name:** Digital Information Technology v18

**Course Credit:** 1.0

**Course Estimated Completion Time:** 32-36 weeks

**Course Description:** Dive into an exciting course that will provide you with the foundational skills needed for exciting careers like game development, military defense, web design, and software engineering! You will explore Microsoft Office online applications, web design, emerging technologies, operating systems, project management, communication methods, Information Technology careers, and much more in this course. Learn about your strengths and how they relate to different career paths.

**Prerequisites:** NA

**Honors Lessons:** No

**Course Profile (Includes Honors, if applicable)**

Type of Assessment	Quantity	Location(s)
Teacher-graded	15	02.03, 02.06, 02.07, 04.02, 04.05, 04.06, 05.05, 06.01, 06.04, 06.05, 07.03, 07.05, 08.04, Segment One Collaboration, Segment Two Collaboration
Auto-graded	18	01.01, 01.03, 01.05, 02.01, 03.02, 03.04, 03.05, 04.01, 04.03, 04.07, 05.01, 05.03, 05.06, 06.02, 07.01, 08.02, 08.05, 08.06
Partial Auto-graded		
Discussion-Based (DBA)	4	02.06, 04.05, 06.04, 08.04
Collaboration	2	
Project-based	11	02.03, 02.07, 04.02, 04.06, 05.05, 06.01, 06.05, 07.03, 07.05, Segment One Collaboration, Segment Two Collaboration
<b>Total Assessments</b>	<b>33</b>	

**Types of Assessments (Includes Honors, if applicable)**

Type of Assessment	Available	Type of Assessment	Available
Multiple Choice	Yes	Essay	Yes
Worksheets	No	Collaborative	Yes
Web 2.0	No	Short Response	Yes
Project - Based	Yes	Labs	Yes
Self - Check	Yes	DBAs	Yes

## Scope and Sequence

### Segment One

#### Module One

- Computer hardware
- Software
- Folder structure
- File naming
- Computer maintenance

#### Module Two

- Communication tools
- Office Online applications
- Keyboarding
- Ergonomics
- Email
- Calendar
- Contacts
- Word Online features
- Segment Two

#### Module Three

- Copyright laws
- Ethical decision-making
- Workplace essentials
- Personal and interpersonal skills
- Emerging technologies and their impact on a global marketplace
- Constructive criticism
- Conflict resolution
- Project management

#### Module Four

- Excel Online features, including: entering data, creating formulas, using different functions, adding charts and tables, databases, and mail merge

### Segment Two

#### Module Five

- Web terminology
- Basic GUI preferences
- URL
- Downloading files

#### Module Six

- Web pages
- HTML
- Color theory
- Storyboarding
- WYSIWYG software
- Media/images on a web page

#### Module Seven

- PowerPoint Online, including: creating a presentation; using different slide layouts, themes, images and videos; applying color theory, transitions, and animations in presentations

#### Module Eight

- Career opportunities in the business environment
- Career plans and life goals
- Personal strengths and weaknesses
- Job-seeking skills