Introduction to Computers

ITSC 1401.93407

Spring 2016 | 4 credit hours

INSTRUCTOR’S NAME: Cheryl Lampe
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CLASS DATES: January 25 – May 12, 2016
DROP DATE: April 18, 2016

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THE SYLLABUS AS NECESSARY.

I. COURSE DESCRIPTION
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

II. COURSE PREREQUISITES
Suggested prerequisite: Keyboarding proficiency.

III. COURSE MATERIALS
  BUNDLE ISBN: 9781305750531
- SOFTWARE: Microsoft Office 365 (Microsoft Office 2013)

IV. CLASS LEARNING OBJECTIVES
1) Organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
2) Identify and describe the key components and the relationships between computer hardware, networks, system and application software.
3) Recognize and evaluate ethical, privacy, and security issues related to using computers in society.

V. COURSE OBJECTIVES
Students must apply the basic skills of reading, writing, arithmetic, keyboarding, and following directions. Critical thinking, decision-making, and problem solving skills will be utilized to complete assignments; numerous SCANS skills are an integral part of the curriculum. Students will develop the following capabilities:

- Define basic computer concepts
- Understand computer hardware/software basics
- Define operating systems and computer file management techniques
- Explore application software and multimedia software/hardware
- Understand basic computer architecture terms, i.e., CPU, RAM, I/O, etc.
- Identify computer networks
• Understand Internet basics including email and search engines
• Explore computer security issues
• Use backup and restore features
• Explore anti-virus software
• Research technology trends

VI. SCANS COMPETENCIES (Secretary’s Commission on Achieving Necessary Skills)
Working with Information—Acquire/evaluate; Process information with computers.
Applying Systems Knowledge—Understands systems; Monitor/correct system performance; Design/improve systems.
Using Technology—Select equipment and tools; Maintain/troubleshoot technologies.
Demonstrating Thinking Skills—Decision making.
Exhibiting Personal Qualities—Sociability; Integrity

VII. HOLIDAYS (NO CLASS)
All campus buildings will be closed and no wireless access available on campus. eCampus will still be available.
• TCCTA Meeting February 26
• Spring Break March 14 – March 18
• Spring Holiday March 25

VIII. EVALUATION AND EXPECTATIONS (Read Carefully)
There are 1000 total points possible for this class:
Lesson Assignments = 500 points and Tests = 500 points

<table>
<thead>
<tr>
<th>Lesson Assignments</th>
<th>500 points</th>
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<tbody>
<tr>
<td>Tests (500 points total)</td>
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<tr>
<td>Test 1 – Microsoft Word</td>
<td>80 points</td>
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<tr>
<td>Test 2 – Computing Fundamentals</td>
<td>80 points</td>
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<tr>
<td>Test 3 – Microsoft PowerPoint</td>
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<td>Test 4 – Living Online</td>
<td>80 points</td>
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<td>Test 5 – Microsoft Excel</td>
<td>80 points</td>
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<tr>
<td>Test 6 – Final Exam</td>
<td>100 points</td>
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Your final grade will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
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<tr>
<td>B</td>
<td>80% - 89%</td>
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<tr>
<td>C</td>
<td>70% - 79%</td>
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<tr>
<td>D</td>
<td>60% - 69%</td>
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<tr>
<td>F</td>
<td>59% or less</td>
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>900 - 1000 pts</td>
<td>800 - 899 pts</td>
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<td>800 - 899 pts</td>
<td>700 - 799 pts</td>
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<td>700 - 799 pts</td>
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<td>600 - 699 pts</td>
<td>599 pts or less</td>
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➤ Assignments and tests must be submitted on time.
  o Assignments worth 7.5 or 5 points will be assessed a 1-point penalty for each day late.
  o Assignments worth 10 points will be assessed a 2-point penalty for each day late.
  o Tests can only be made up if your absence is excused. It is your responsibility to notify the instructor immediately if you miss, or know that you will miss, a test.
IX. ASSIGNMENT INFORMATION
1) Academic honesty is expected of all students in all assignments and tests. Any instance of cheating or plagiarism will result in a grade of 0 for that assignment or test.
2) All assignments, tests and their due dates are listed in this syllabus, as well as on eCampus.
3) All assignments and tests will be submitted for grading directly through eCampus, not through email.
4) All assignments that require a written paper should be ½ - 1 page double-spaced, even if the instructions ask for a longer paper. You may follow any standard citation style to list your source(s), but you MUST list your sources.
5) All assignments and tests must be submitted using the applicable Microsoft Office 365 programs.

X. CLASSROOM POLICIES
If you choose to use the BOSS labs at Richland College, Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children or guests are not permitted in the labs or classrooms at any time. Please silence and put cell phones away when you are in the classroom and lab.

XI. INSTITUTION POLICIES

In order to be successful, students must attend and participate in enrolled courses.

Academic Progress: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check http://richlandcollege.edu/admissions and http://richlandcollege.edu/advising for more details.
XII. COURSE OUTLINE

<table>
<thead>
<tr>
<th>WEEK OF</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>01/25</td>
<td><strong>Lesson 12</strong></td>
<td><strong>Begin Microsoft Word</strong></td>
<td>01/31</td>
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<tr>
<td></td>
<td>Complete Profile Form</td>
<td><strong>Complete Student Profile Form</strong></td>
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<tr>
<td></td>
<td>Introduce Yourself Discussion Board</td>
<td>o Found on eCampus/Assignments – 5 points</td>
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<tr>
<td></td>
<td>Lesson 13</td>
<td><strong>Introduce Yourself to the Class</strong></td>
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<td>o Discussion Board – 10 points</td>
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<td></td>
<td><strong>Lesson 12 – Getting Started with Word Essentials</strong></td>
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<td>o Quiz-Lesson 12 – 5 points</td>
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<td>o Plagiarism (Assignment is not in the textbook. Instructions are in the Lesson 12 Assignment screen) – 7.5 points</td>
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<td>o Project 12-2 – 7.5 points</td>
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<td><strong>Lesson 13 – Editing and Formatting Documents</strong></td>
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<td>o Quiz-Lesson 13 – 5 points</td>
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<td>o Project 13-1 – 10 points</td>
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<td>o Job Skills – 5 points</td>
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<td>02/01</td>
<td><strong>Lesson 15</strong></td>
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<td><strong>Lesson 16</strong></td>
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<td><strong>Lesson 15 – Working with Tables</strong></td>
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<td>o Quiz-Lesson 15 – 5 points</td>
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<td>o Project 15-4 – 10 points</td>
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<td>o Critical Thinking 15-1 – 5 points</td>
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<td><strong>Lesson 16 – Enhancing Documents (pages 182-185; 194-204 only)</strong></td>
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<td>o Project 16-5 – 10 points</td>
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<td>o Job Skills Project – 10 points</td>
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<td>02/08</td>
<td><strong>Custom Edition Lesson</strong></td>
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<td></td>
<td><strong>Lesson 17</strong></td>
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<td><strong>Planning For Success – Custom Edition Lesson</strong></td>
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<td>o Step #3 – 10 points</td>
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<td>o Step #9 – 10 points</td>
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<td><strong>Lesson 17 – Working with Graphics</strong></td>
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<td>o Quiz-Lesson 17 – 5 points</td>
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<td>o Project 17-1 – 7.5 points</td>
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<td>o Project 17-3 – 7.5 points</td>
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<tr>
<td></td>
<td><strong>Test #1 – Microsoft Word</strong></td>
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<td>(Lessons 12, 13, 15, 16, 17) – 80 Points</td>
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<td>o Test #1 will be available on eCampus (TESTS link) on Sunday, 02/14, from 12:05 am to 11:55 pm.</td>
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<td>o It is due no later than 11:55 pm Sunday, 02/14.</td>
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<tr>
<td>02/15</td>
<td><strong>Module 1</strong></td>
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<td>02/21</td>
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<tr>
<td></td>
<td><strong>Lesson 1</strong></td>
<td><strong>Lesson 1 – Computers and Operating Systems</strong></td>
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<td>o Quiz-Lesson 1 – 5 points</td>
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<td>o Written Questions - #4 only – 7.5 points</td>
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<td>o Critical Thinking 1-2 – 7.5 points</td>
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<td><strong>Lesson 2 – Software and Hardware Interaction</strong></td>
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<td>o Quiz-Lesson 2 – 5 points</td>
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<td>o Project 2-1 – 7.5 points</td>
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<td>o Job Skills – 7.5 points</td>
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<td>WEEK OF</td>
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<td>ASSIGNMENTS</td>
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| 02/22   | Lesson 3    | • Lesson 3 – Windows File Management  
|          |             |   o Quiz-Lesson 3 – 5 points  
|          |             |   o Project 3-1 – 7.5 points (Submit all 3 Paint files)  
|          |             |   o Online Discovery 3-2 – 7.5 points  
|          | Lesson 5    | • Lesson 5 – Computer Hardware  
|          |             |   o Quiz-Lesson 5 – 5 points  
|          |             |   o Project 5-1 – 7.5 points (Submit both Paint files)  
|          |             |   o Critical Thinking 5-2 – 7.5 points  
| 02/28   |             |                                                                                                  |          |
| 02/29   | Lesson 6    | • Lesson 6 – Classifying and Evaluating Computers  
|          |             |   o Quiz-Lesson 6 – 5 points  
|          |             |   o Project 6-1 – 7.5 points (NOTE: SkyDrive is now OneDrive)  
|          |             |   o Project 6-2 – 7.5 points (Submit all 3 Paint files)  
|          | Lesson 8    | • Lesson 8 – Software Usage  
|          |             |   o Quiz-Lesson 8 – 5 points  
|          |             |   o Project 8-3 – 7.5 points (Submit all 3 Paint files)  
|          |             |   o Critical Thinking 8-2 – 7.5 points  
| 03/06   |             |                                                                                                  |          |
| 03/07   | Lesson 9    | • Lesson 9 – Computer Troubleshooting  
|          |             |   o Quiz-Lesson 9 – 5 points  
|          |             |   o Written Questions - #1 Only – 7.5 points  
|          |             |   o Online Discovery 9-2 – 7.5 points  
|          | Lesson 10   | • Lesson 10 – Data and Hardware Protection  
|          |             |   o Quiz-Lesson 10 – 5 points  
|          |             |   o Project 10-3 – 7.5 points  
|          |             |   o Critical Thinking 10-2 – 7.5 points  
| 03/13   | Test #2     | • Test #2 – Module 1 - Computing Fundamentals  
|          |             | (Lessons 1, 2, 3, 5, 6, 8, 9, 10) – 80 Points  
|          |             |   o Test #2 will be available on eCampus (TESTS link) on Sunday, 03/13, from 12:05 am to 11:55 pm.  
|          |             |   o It is due no later than 11:55 pm Sunday, 03/13.                                                                                                          |          |
| 03/21   | Lesson 21   | • Lesson 21 – Getting Started with PowerPoint Essentials  
|          |             |   o Quiz-Lesson 21 – 5 points  
|          |             |   o Project 21-2 – 10 pts  
|          |             |   o Critical Thinking 21-2 – 5 points  
|          | Lesson 22   | • Lesson 22 – Enhancing Presentations with Multimedia Effects  
|          |             |   o Quiz-Lesson 22 – 5 points  
|          |             |   o Project 22-2 – 10 points  
|          |             |   o Online Discovery – 5 points (explore & evaluate 3 web sites)  
| 03/27   | Test #3     | • Test #3 – Microsoft PowerPoint  
|          |             | (Lessons 21, 22) – 80 Points  
|          |             |   o Test #3 will be available on eCampus (TESTS link) on Sunday, 03/27, from 12:05 am to 11:55 pm.  
<p>|          |             |   o It is due no later than 11:55 pm Sunday, 03/27.                                                                                                          |          |</p>
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<th>WEEK OF</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td><strong>Module 3</strong></td>
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</table>
| 03/28 | Lesson 25 | • **Lesson 25 – Network Fundamentals**  
  o Quiz-Lesson 25 – 5 points  
  o Online Discovery – 7.5 points  
  o Discussion Board: Home Networks – 5 points | 04/03 |
| | Lesson 26 | • **Lesson 26 – Communication Services**  
  o Quiz-Lesson 26 – 5 points  
  o Job Skills – 7.5 points  
  o Discussion Board: Social Networks – 5 points | |
| 04/04 | Lesson 27 | • **Lesson 27 – Communications and Collaboration**  
  o Quiz-Lesson 27 – 5 points  
  o Project 27-2 – 7.5 points  
  o Discussion Board: Electronic Communications – 5 points | 04/10 |
| | Lesson 28 | • **Lesson 28 – Using the Internet and the World Wide Web**  
  o Quiz-Lesson 28 – 5 points  
  o Critical Thinking 28-1 – 7.5 points  
  o Discussion Board: Browsers – 5 points | |
| 04/11 | Lesson 29 | • **Lesson 29 – Web Content**  
  o Quiz-Lesson 29 – 5 points  
  o Project 29-3 – 7.5 points  
  o Discussion Board: Online Search Tools – 5 points | 04/17 |
| | Lesson 31 | • **Lesson 31 – Computer Safety and Ethics**  
  o Quiz-Lesson 31 – 5 points  
  o Job Skills – 7.5 points  
  o Discussion Board: Data Loss Prevention – 5 points | |
| | Test #4 | • **Test #4 – Module 3 – Living Online**  
  (Lessons 25, 26, 27, 28, 29, 31) – 80 Points  
  o Test #4 will be available on eCampus (TESTS link) on Sunday, 04/17, from 12:05 am to 11:55 pm.  
  o It is due no later than 11:55 pm Sunday, 04/17. | |
| | **Begin Microsoft Excel** | | |
| 04/18 | Lesson 18 | • **Lesson 18 – Getting Started with Excel Essentials**  
  o Quiz-Lesson 18 – 5 points  
  o Project 18-1 – 5 points  
  o Project 18-2 – 10 points | 04/24 |
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<th>WEEK OF</th>
<th>TOPIC</th>
<th>ASSIGNMENTS</th>
<th>DUE DATE</th>
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</table>
| 04/25   | Lesson 19   | • Lesson 19 – Organizing and Enhancing Worksheets  
  o Quiz-Lesson 19 – 5 points  
  o Project 19-1 – 7.5 points  
  o Project 19-4 – 7.5 points | 05/01    |
| 05/02   | Lesson 20   | • Lesson 20 – Creating Formulas and Charting Data  
  o Quiz-Lesson 20 – 5 points  
  o Project 20-1 – 7.5 points  
  o Project 20-5 – 7.5 points  
  • Test #5 – Microsoft Excel  
    (Lessons 18, 19, 20) – 80 Points  
    o Test #5 will be available on eCampus (TESTS link) on Sunday, 05/08, from 12:05 am to 11:55 pm.  
    o It is due no later than 11:55 pm Sunday, 05/08. | 05/08    |
| 05/09   | Final Exam  | • Final Exam  
  Student Learning Outcomes Assessment – 100 Points  
  o The Final Exam will be available on eCampus (TESTS link) on Monday, 05/09, from 12:05 am to 11:55 pm.  
  o It is due no later than 11:55 pm Monday, 05/09. | 05/09    |
IC³ Global Standard 4 Objectives

IC³ certification is an excellent way to tell teachers, potential and current employers, academic institutions, government agencies, and the whole world that you have the digital literacy skills to function successfully, effectively, and productively. IC³ certification is the one credential that applies to whatever direction your education or career pursuits take you. IC³ certification includes three separate exams that can all be taken at a Certiport Authorized Testing Center. IC³ Global Standard 4 (GS4) is the newest release in the IC³ family of digital certification exams. GS4 aligns the IC³ standard to the most current and relevant digital literacy requirements, and addresses several new concepts common to digital literacy, such as: social media, collaboration, digital devices, research fluency, critical thinking, cloud computing.

COMPUTING FUNDAMENTALS

The Computing Fundamentals examination covers a foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting to help you get the most value and impact from computer technology.

Computer Hardware, Peripherals and Troubleshooting.
To get the most from computer technology, you need to know what technology exists, how it works, and what component parts work with it. This domain explores the various computers available today, their components and peripherals, including input-output devices such as printers, cameras, scanners and game controllers. You’ll also learn how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems.

- Identify types of computers, how they process information, and the purpose and function of different hardware components
- Identify how to maintain computer equipment and solve common problems relating to computer hardware

Computer Software.
Software turns a computer into a powerful tool for creating, finding, organizing, and communicating information. This domain examines how software and hardware work together to perform computing tasks and how software is developed and upgraded. You’ll identify different types of software and explore the fundamental concepts relating to popular applications, such as word processing, spreadsheets, presentation software, databases, graphic and multimedia programs, and many others.

- Identify how software and hardware work together to perform computing tasks and how software is distributed and upgraded
- Identify different types of application software and general concepts relating to application software categories

Using an Operating System.
A computer’s operating system controls the flow of information and performs most of the background work. In this domain, you’ll examine what an operating system is, how it works, and how to manage it. You’ll learn how to manipulate windows, folders, files and shortcuts; install, uninstall and run applications; and solve common problems. Also covered is a discussion of the most popular operating systems (e.g., Windows, Macintosh OS, Linux, etc.) and their capabilities.

- Identify what an operating system is and how it works, and solve common problems related to operating systems
- Use an operating system to manipulate a computer’s desktop, files and disks
- Identify how to change system settings, install and remove software

KEY APPLICATIONS

The Key Applications examination covers popular word processing, spreadsheet and presentation applications and the common features of all applications to help you learn faster, work smarter, and present yourself better.
Common Program Functions.
Today’s programs have many common functions to help you learn faster and get more out of them. This domain helps you understand those common functions as well as ways you can use various programs to accomplish common tasks. You’ll learn how to start and exit an application, modify interface elements, and utilize various sources of online help. You’ll also discover how to perform common functions for file-management, editing and formatting, and printing and outputting.

- Be able to start and exit an application, identify and modify interface elements and utilize sources of online help
- Perform common file-management functions
- Perform common editing and formatting functions
- Perform common printing/outputting functions

Word Processing Functions.
Modern word processors let you do more than create informative documents. They enable you to create live data, collaborate with others, and control access to your valuable information. This domain focuses on the elements of a well-organized document; formatting text and documents, and the ability to use word-processing tools to automate processes such as document review, security and collaboration.

- Be able to format text and documents including the ability to use automatic formatting tools
- Be able to use word-processing tools to automate processes such as document review, security and collaboration

Spreadsheet Features.
Today’s spreadsheets effectively capture, organize, and display data from budgets to statistics to inventory and so on. They also include a wide array of formulas and functions that automatically calculate, sort, and process information. This domain teaches you how to build and use a spreadsheet efficiently. Among other valuable skills, you’ll learn how to sort and manipulate data using formulas and functions, create simple but effective charts, and draw conclusions based on tabular data and charts.

- Be able to modify worksheet data, structure and formatting
- Be able to sort data, manipulate data using formulas and functions, and create simple charts

Communicating with Presentation Software.
In the past, presentation software was only used for large audiences. Now, laptops, inexpensive projectors, and Internet technology advances have made presentation software a staple of modern communication in the classroom and at work and around the world. In this domain, you’ll learn how to design, manage and modify presentations and identify different ways presentations are distributed.

- Be able to create and format simple presentations

LIVING ONLINE
The Living Online examination covers skills for working in an Internet or networked environment and maximizing your communication, education, collaboration and social interaction in a safe and ethical way.

Communication Networks and the Internet.
Networks and the Internet turn computers into powerful tools for finding, sharing, and storing information around the globe. This domain helps you identify network fundamentals and the benefits and risks of network computing. This includes understanding that different networks transmit different types of data, the roles of clients and servers in a network, and the fundamental principles of security.

- Identify network fundamentals and the benefits and risks of network computing

Electronic Communication and Collaboration.
Email, cell phones, blogs, teleconferencing, social networks, and other electronic communication tools connect billions of people instantly worldwide. This domain helps you identify various types of electronic communication and collaboration, how they work, and how to use them effectively. This includes and understanding of “the rules of the road” for online communication (e.g., “netiquette”), and common problems associated with electronic communication (e.g., delivery failure, junk mail, fraud, viruses, etc.).
• Identify different types of electronic communication/collaboration and how they work
• Identify how to use an electronic mail application
• Identify the appropriate use of different types of communication/collaboration tools and the “rules of the road” regarding online communication (“netiquette”)

Using the Internet and the World Wide Web.
The Internet is not just for entertainment; it has become one of the principle ways of finding and sharing information, keeping up with friends, doing business, and even dealing with the government. This domain provides a thorough review and explanation of the Internet and some key, supporting components such as web sites and effective ways to search for and find information. Also learn how to evaluate the quality of information found on the Web, and identify responsible and ethical behaviors when creating or using online content.

• Identify information about the Internet, the World Wide Web and Web sites and be able to use a Web browsing application
• Understand how content is created, located and evaluated on the World Wide Web

The Impact of Computing and the Internet on Society.
Computers are becoming more and more important to every aspect of life, including work, school, government, home and social interaction. This domain identifies how computers are used in different areas of life, the risks of using computer hardware and software, and how to use computers and the Internet safely, ethically and legally.

• Identify how computers are used in different areas of work, school and home
• Identify the risks of using computer hardware and software and how to use computers and the Internet safely, ethically and legally