Course Title:	Career I.C.T. (Information Communication Technology)
Department:	Career Technical Education
Course #:	7560
Grade Level/s:	9
Length of Course:	Semester
Prerequisite/s:	None
UC/CSU (A-G) Req:	None
Course Description:	Career I.C.T., a district graduation requirement taken in the freshmen year, provides students with knowledge and skills for learning in global society. Course curriculum includes: developing media literacy; defining, evaluating, managing and communicating information; improving skills in Microsoft Office applications; and effectively analyzing Internet resources. Students will learn critical thinking, self-exploration and problem solving through the instructional activities and assignment. Students will research and evaluate information about career options, career readiness skills and post-secondary institutions. These experiences will result in a ninth-grade project/presentation. Ultimately, this course guides students on a path to future success as they investigate, change and pursue their passion and career interests.

I. GOALS

The students will:

A. Demonstrate knowledge and understanding of:
   1. Terminology and function, computer theory and computer hardware
   2. Windows / Apple Operating System processing, storage, retrieval and transmission techniques
   3. Search strategies to retrieve electronic information using the internet
   4. The internet, media literacy and evaluating its usage
   5. Plagiarism and copyright laws
   6. Differentiate between legal and illegal uses of information and sources

B. Demonstrate application and analysis of:
1. Career/college readiness skills to demonstrate success at the next level as a global learner
2. Research requirements for career training in post-secondary institutions
3. A personal plan for the future to include academic and extracurricular activities
4. Skills that are transferable to college and life through CTE readiness and classroom presentation
5. Critical thinking, organizational and decision-making skills by creating projects that show evidence of acquired research knowledge

C. Demonstrate a variety of appropriate skills to:
1. Complete project and deadline-based assessments/tasks
2. Collaborate with peers on class activities
3. Use a variety of online management applications to include word processing, spreadsheet and presentation software
4. Develop keyboarding skills
5. Produce a student portfolio to prepare for the freshmen project and Senior Culminating Project

II. OUTLINE OF CONTENT FOR MAJOR AREAS OF STUDY

A. Proficient Keyboarding Technique
1. Proper form and technique
2. Steady positive progression per grading period

B. Personal/Growth Exploration
1. California College Guidance Initiative
2. Learning/Personality/Multiple Intelligences
3. 7 Habits of Highly Effective Teens
4. Many Ways to Win

C. Future Goals: 9th Grade Project Exploration
1. Career Cluster
2. Sectors
3. Industry
4. Job Family
5. Job Zone
6. STEM
7. College/Financial Aid
8. Project and Presentation

D. Internet Skills and Security
1. Internet Pledge
2. Acceptable Use Policy

3. Plagiarism
4. Researching/Browsing/Site Validity

E. Computer Applications
1. Word Processing
2. Presentations
3. Spreadsheets
4. Freeware software and websites

III. ACCOUNTABILITY DETERMINANTS

A. Key Assignments
1. Learning Style and Personality Style surveys
2. Assessments in California Colleges (CCGI)
3. CCGI portfolio (My Plan, skills, interests, college & career choices)
4. Career worksheet
5. College planning worksheet
6. Financial aid planning worksheet
7. My Future Goals 9th Grade Project presentation
8. 7 Habits worksheet and presentation
9. Word processing (newsletter, business letter, resume, cover letter)
10. Spreadsheets (budgets, GPA)
11. Digital citizenship activities (plagiarism, Internet safety & protocols)

B. Assessment Methods
1. Skill mastery and quality of work
2. Individual performance tests including timed keyboarding
3. Final Assessment based on California Academic Content, ISTE and California Performance Standards
4. Projects and presentations
5. Personal portfolio (summative)
6. Tests and quizzes (formative and summative)
7. Special projects and mini-assignments (formative)
8. Checks and progress evaluations (formative)

IV. INSTRUCTIONAL MATERIALS AND METHODOLOGIES

A. Required Textbook(s)
1. Covey, Sean. *7 Habits of Highly Successful Teens*, Simon & Schuster, 1998 and 2014.

B. Supplementary Materials
1. Computers
2. Internet access
3. Microsoft Office 365/Suite
4. California College Guidance Initiative (CCGI)

5. Lynda.com subscription
6. Typing.com (freeware)
7. Google Apps/ Office 365
8. MSJC's Many Ways to Win Booklet
9. Haiku Learning Management System

C. Instructional Methodologies
1. Direct instruction
2. Guided inquiry
3. Project-based learning
4. Group projects/presentations
5. Class activities and games
6. Collaborative peer evaluations, edits and revisions
7. Computer tutorials
8. Cooperative Learning
9. Self-Discovery