Syllabus

Electronic Communication Skills

Course Overview

Electronic communication skills are important to achieve success in a wide range of careers. The Electronic Communication Skills course begins by describing basic computer hardware configurations and software. In this course, you will review career opportunities in the field of electronic communication. This course also covers different keyboard techniques used for entering data into a computer. Additionally, you will learn to use word processing and presentation software to create enhanced documents and presentations for your audience. Finally, you will learn about the role and applications of the Internet in electronic communication.

Course Goals

By the end of this course, you will:

- Describe the basics of computer hardware and software.
- Identify the different career choices available in the field of electronic communication.
- Identify the techniques and functions of a keyboard.
- Explain the use of word processing software to create, edit, format, enhance, review, and publish documents.
- Explain the use of presentation software to create a basic presentation for a given audience.
- Explain the history and terminology of the Internet and the World Wide Web and describe the functions of browsers.
- Explain how to browse and communicate using the Internet.
- Identify security risks and concerns associated with the use of the Internet.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word-processing software such as Microsoft Word or Google Docs.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Plato Course Electronic Communication Skills is a 0.5-credit course.

Course Materials

- notebook
- computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft PowerPoint or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course teacher may modify the schedule to meet the needs of your class. The course teacher will determine the due dates for the Course Activities, which are long-term projects over the length of the course.

Course Components and Grading Rubric

The table gives a breakdown of the weight for each component in the course. Weight represents the percentage of the total score coming from each activity.

Course Components	Count	Weight
Pretest. *Pretests are optional assessments, typically designed for credit recovery use. If a student shows mastery of a lesson's objective, the student may be automatically exempted from that lesson in the upcoming unit. Typically, teachers do not choose to employ exemptive pretests for first-time credit courses. Pretests are not included as a component of the student's final grade.*	4	0%
Module. *Each module in this course contains an interactive tutorial and an associated mastery test. Tutorials may include one or more Lesson Activities that constitute tasks associated with the tutorial. The module score comes from a student's score on the mastery test.*	16	20%
Discussion. *Online discussions allow for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion. Teachers can initiate a discussion by asking a complex, open-ended question. Students can engage in the discussion by responding both to the question and to the thoughts of others. Each unit in a course has one predefined discussion topic; teachers may add more discussion topics.*	4	10%
Unit Activity. *Unit Activities are at the end a unit and constitute one or more small tasks. Their purpose is to deepen understanding of key unit concepts and tie them together. Each Unit Activity includes a simple rubric. The teacher versions include both a rubric and modeled sample answers. Unit Activities are teacher graded.*	4	20%
Posttest. *The posttest appears at the end of the unit and mirrors the pretest in structure, content, and complexity.*	4	20%
Course Activity. *Course Activities are similar to Unit Activities in scope but may be found at any point in the course, either to prepare the student for new learning or to act as a performance-based activity required for a learning objective. Like Unit Activities, Course Activities include simple rubrics, and sample answers are available for teachers. Course Activities are teacher graded.*	2	10%
End of Semester Test. *The end of semester test (EOS) appears at the end of the course. Students are delivered a few items from every tutorial in the course in order to assess the major course objectives.*	1	20%
Total	**35**	**100%**

**Teachers may manually adjust these weights if desired, per district grading requirements.*

Unit 1: Computer Systems for Electronic Communication

Summary
In this unit, you will learn about the basics of computer hardware and software applications. You will also learn to organize files and folders on your computers. Additionally, in this unit, you will familiarize yourself with various career opportunities that require you to have basic computer skills.

Day	**Activity**/*Objective*	Type
1 day: 1	**Syllabus and Plato Student Orientation** *Review the Plato Student Orientation and Course Syllabus at the beginning of this course.*	Course Orientation
Extended project	**Student Organizations and Personal Leadership**	Course Activity
Extended project	**Industry, Profession, and Social Issues**	Course Activity
4 days: 2–5	**Computer Hardware and Software** *Describe basic hardware configurations and software used in computers.*	Lesson
4 days: 6–9	**Working with Files and Folders** *Explain how to organize files and folders on computers.*	Lesson
4 days: 10–13	**Careers Opportunities in Electronic Communication** *Describe career opportunities in the field of electronic communication.*	Lesson
1 day: 14	**Space Jumble**	Game
4 days: 15–18	**Unit Activity/Threaded Discussion—Unit 1**	Unit Activity
1 day: 19	**Posttest—Unit 1**	Assessment

Unit 2: Using Keyboard Techniques

Summary
In this unit, you will learn about the best possible ways of using a keyboard. You will also familiarize yourself with the functions and purpose of the different keys of a computer keyboard. Additionally, you will learn ergonomics principles that will help you improve your keyboarding speed and accuracy, and avoid injuries.

Day	Activity/*Objective*	Type
4 days: 20–23	**Operating a Keyboard** *Describe basic techniques of using a keyboard.*	Lesson
4 days: 24–27	**Using Numbers, Symbols, and Command Keys** *Explain the use and operation of number keys, symbols, and command keys on a keyboard.*	Lesson
4 days: 28–31	**Improving Keyboarding Speed and Accuracy** *Describe ways to improve keyboarding skills and techniques.*	Lesson
4 days: 32–35	**Keyboard Ergonomics** *Describe ergonomic principles and guidelines for operating a keyboard.*	Lesson
1 day: 36	**Para Jumble**	Game
4 days: 37–40	**Unit Activity/Threaded Discussion—Unit 2**	Unit Activity
1 day: 41	**Posttest—Unit 2**	Assessment

Unit 3: Working with Documents

Summary
In this unit, you will learn how to create, format, edit, enhance, and review different types of documents that businesses use for electronic communication. You will also learn how to print and publish business documents. Additionally, you will familiarize yourself with the steps for creating a presentation.

Day	**Activity**/*Objective*	Type
4 days: 42–45	**Creating Business Documents** *Create documents using word processing software.*	Lesson
4 days: 46–49	**Editing and Formatting Documents** *Edit and format a document using word processing software.*	Lesson
4 days: 50–53	**Adding Tables and Graphics in Documents** *Create an enhanced document by adding tables, images, and charts.*	Lesson
4 days: 54–57	**Desktop Publishing and Printing** *Explain the techniques for printing and publishing documents.*	Lesson
4 days: 58–61	**Creating Presentation Material** *Create a basic presentation.*	Lesson
1 day: 62	**Thwack-A-Mole**	Game
4 days: 63–66	**Unit Activity/Threaded Discussion—Unit 3**	Unit Activity
1 day: 67	**Posttest—Unit 3**	Assessment

Unit 4: Using the Internet

Summary
In this unit, you will familiarize yourself with uses and terminologies of the Internet and the World Wide Web. You will also learn how to exchange information with the help of the Internet. Additionally, you will learn about the ethics and security of Internet use.

Day	**Activity**/*Objective*	Type
3 days: 68–70	**Introduction to the Internet** *Trace the history and terminology of the Internet.*	Lesson
4 days: 71–74	**World Wide Web** *Describe the World Wide Web and the functions of web browsers.*	Lesson
4 days: 75–78	**Communication Over the Internet** *Explain various methods of exchanging information over the Internet.*	Lesson
4 days: 79–82	**Internet Ethics and Security** *Explain the ethics and security of Internet use.*	Lesson
1 day: 83	**Thwack-A-Mole**	Game
4 days: 84–87	**Unit Activity/Threaded Discussion—Unit 4**	Unit Activity
1 day: 88	**Posttest—Unit 4**	Assessment
1 day: 89	**Semester Review**	
1 day: 90	**End-of-Semester Test**	Assessment

Course Map

You will achieve course level objectives by completing each lesson's instruction, assignments, and assessments. For a detailed look at how the materials meet these objectives, review the course map.