

# Computers & I.T., Part 1

## ATTENTION

Grading at the end of the semester can take 7 school days!  
Submit your **last assignment two weeks** before your school's semester ends.



## How to Take This Course

Complete all the quizzes and the assignment in each unit. Once the quizzes for a unit are complete, you will have access to the unit test. We recommend you complete the unit assignment before you attempt the unit test, the assignment will help you prepare. You will have access to the final when all unit tests are complete and your assignments are graded.

Allow 2-3 school days for an assignment to be graded. Read the [full course instructions](#) it will help you understand how the course is weighted.

### Course Instructions

### How This Course Works & Suggested Timeline

### Submitting Your Assignments

### Ask The Teacher

Meet your teacher for this course and ask a question.

**Need help with the course?** We offer online tutoring; find more details about it [here](#).

### MANDATORY QUIZ

Receive a grade

You are required to take this quiz before you start the course. To prepare, read the [course instructions](#) and the "submitting your assignments" document, watch the video on the how this course works page and review the suggested timeline.

## Unit 1: The Computer Evolution

In this unit, you will learn:

- The importance of Information Technology (I.T.) in our lives.
- The evolution and history of computers, the Internet, and I.T.
- How computers work and the various software required to enable computers to function, as well as, how computers communicate with other computers, and to the network.

### Unit 1 Study Guide

This study guide will help you preview the concepts and guide your learning as each new skill or concept is introduced. Use this study guide as the foundation of your notes. You may use it on the unit quizzes, unit tests, and course final.

Click on the link above, and make a copy of the file; you can open the document in Google doc, or from the File Menu of a word processing application of your choice, choose Open, and select the study guide. If you prefer to print it, it is available as a [PDF](#).

### 1.1 Information Technology (I.T.)

#### Quiz 1.1

Receive a grade

### 1.2 The History of Computers

#### Quiz 1.2

Receive a grade

### 1.3 The Rise of the Personal Computer

#### Quiz 1.3

Receive a grade

### 1.4 An Introduction to the Internet

#### Quiz 1.4

Receive a grade

### 1.5 Operating Systems

#### Quiz 1.5

Receive a grade

### Unit 1 Assignment: The Computer Evolution

Receive a grade

## Unit 2: Digital Citizenship

What is digital citizenship? Dictionary.com defines it as "the skills and knowledge to safely, effectively, and responsibly use the internet and other digital technology, as media literacy skills to evaluate the accuracy of information found online, anti-cyberbullying strategies, or online privacy practices." In this unit, you will learn:

- The meaning of social media and media literacy.
- The importance of protecting your online privacy, digital footprint and security over the Internet
- The reasons for respecting online intellectual property.
- The General Data Protection Regulations (GDPR) and its effects
- Think and rethink before typing a post online.

### Unit 2 Study Guide

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### 2.1 Social Media

#### Quiz 2.1

Receive a grade

### 2.2 Digital Footprint

#### Quiz 2.2

Receive a grade

### 2.3 Online Intellectual Property

#### Quiz 2.3

Receive a grade

### 2.4 Cyberbullying & Online Hate Speech

#### Quiz 2.4

Receive a grade

### 2.5 General Data Protection Regulations (GDPR)

#### Quiz 2.5

Receive a grade

### Unit 2 Assignment: Digital Citizenship PSA

Receive a grade

## Unit 3: Productivity Tools

In this unit, you will learn:

- How search engines work.
- How to use productivity tools such as spreadsheets, word processors, and presentation software.
- How to access and identify credible sources.
- How to increase productivity by utilizing various browser extensions and online tools.
- How to provide digital access to all types of users.

### Unit 3 Study Guide

This study guide will help you preview the concepts and guide your learning as each new skill or concept is introduced. Use this study guide as the foundation of your notes. You may use it on the unit quizzes, unit tests, and course final.

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### 3.1 Searching the Web

#### Quiz 3.1

Receive a grade

### 3.2 Reliable Sources

#### Quiz 3.2

Receive a grade

### 3.3 Spreadsheets

#### Quiz 3.3

Receive a grade

### 3.4 Word Processors

#### Quiz 3.4

Receive a grade

### 3.5 Presentation Software

#### Quiz 3.5

Receive a grade

### 3.6 Extending Productivity

#### Quiz 3.6

Receive a grade

### Unit 3 Assignment: Applying the CRAAP Test

Receive a grade

## Unit 4: Communication & Collaboration

In this unit, you will learn:

- The various ways to communicate and collaborate on the web, as well as the tools you can use.
- What an email is, its parts, and how to write one.
- The various applications for using chat, video conferencing, and etiquette you should be familiar with.
- What the Cloud is and the various cloud services and storage options.

### Unit 4 Study Guide

This study guide will help you preview the concepts and guide your learning as each new skill or concept is introduced. Use this study guide as the foundation of your notes. You may use it on the unit quizzes, unit tests, and course final.

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### 4.1 Email

#### Quiz 4.1

Receive a grade

### 4.2 Collaboration

#### Quiz 4.2

Receive a grade

### 4.3 Web Conferencing

#### Quiz 4.3

Receive a grade

### 4.4 Cloud Storage

#### Quiz 4.4

Receive a grade

### Unit 4 Assignment: Emails & Cloud Storage

Receive a grade

## Unit 5: Cybersecurity

In this unit, you will learn:

- The personal, ethical, and economic significance of cybersecurity.
- The distinction between white, gray, and black hackers
- The difference between a Denial-of-Service (DoS) attack and a Distributed Denial-of-Service (DDoS) attack.
- The forms of social engineering techniques used to trick people into revealing confidential information.
- The cybersecurity tools you must employ to avoid being hacked.

### Unit 5 Study Guide

This study guide will help you preview the concepts and guide your learning as each new skill or concept is introduced. Use this study guide as the foundation of your notes. You may use it on the unit quizzes, unit tests, and course final.

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### 5.1 Cyberspace & Cybersecurity

#### Quiz 5.1

Receive a grade

### 5.2 Hacking

#### Quiz 5.2

Receive a grade

### 5.3 Distributed Denial of Service Attack

#### Quiz 5.3

Receive a grade

### 5.4 Social Engineering

#### Quiz 5.4

Receive a grade

### 5.5 Cryptography & Security Protocols

#### Quiz 5.5

Receive a grade

### 5.6 Cybersecurity Tools

#### Quiz 5.6

Receive a grade

### Unit 5 Assignment: Cybersecurity Infographic

Receive a grade

## Final Exam

Once you have completed all of the unit tests and all of your assignments have been graded, the final exam will become visible.

**Warning:** You have only ONE attempt at the final. Are you ready to take the final? We highly recommend you take the practice final first, and if you are weak in any area, review the relevant course material again. You have unlimited attempts at the practice final; it will help you to prepare.

Remember, if you want to improve your grade in this course, you need to do that BEFORE you take the final exam.

Good Luck!

### Practice Final

Not available unless: The activity **Final Exam** is marked complete

## Course Completion & Requesting a Transcript

**Warning** - If you are waiting for a resubmitted assignment to be graded, do NOT generate any course completion record until the teacher has graded it.

**Transcript** - Send a transcript to your school to report the credits you earned. A transcript will list all the courses you have taken with us, including those still in progress.

**Course Certificate** - Cannot be accessed until you have completed the final. Upon satisfying this requirement, the link will become active.

**Feedback** - Before you go, we would appreciate your opinion on the course; please take 1 minute to complete the feedback form. We hope you enjoyed this course!

### Course Feedback

Thank you for taking this course! Let us know what you think about it.

### Request a Transcript

Notify your school that you have completed your course. Send them a transcript by email or mail. A transcript will list all the courses you have completed and those in progress.

### Certificate of Completion

Not available unless: The activity **Final Exam** is marked complete