

# Wyoming Department of Education Required Virtual Education Course Syllabus

## BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAEL61309	Grade Level	1
Course Name	Educational Technology and Online Learning 1	# of Credits	0.5
SCED Code	NoCourseSCED	Curriculum Type	Connections Academy

### COURSE DESCRIPTION

*In this course, students build on foundational skills while using software to draw, type, and format text, and create presentations to support academic skills. Students learn listening and organizational skills and set attainable learning goals. Students become responsible users of technology as they learn about Internet safety and appropriate online behavior.*

### WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK

### SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
<p><b>Unit 1: Introduction and Tux Paint</b> In this unit, your student will learn how to use Tux Paint, an interactive paint program, to express original ideas and create art. By the end of this unit, your student will learn how to illustrate concepts using the drawing, text, and shape tools within the program. He will also be able to draw pictures and select meaningful images from a gallery to support his understanding.</p>		<ul style="list-style-type: none"> <li>•Learn and use the basic tools of a draw and paint program</li> <li>•Use the paint, text, and shape tools to modify and create words, sentences, and artwork</li> <li>•Draw pictures and select images from a gallery to create original artwork</li> </ul>
<p><b>Unit 2: Microsoft® Word</b> In this unit, your student will learn basic Microsoft® Word techniques including how to type text, highlight and format text, and insert, format, and complete tables. Your student will insert Clip Art, WordArt, shapes, and text boxes.</p>		<ul style="list-style-type: none"> <li>•Evaluate the use of text features in informational text and incorporate elements within a Microsoft Word document</li> <li>•Demonstrate how to incorporate Clip Art and pictures to illustrate concepts</li> <li>•Apply digital tools and resources to enhance writing tasks</li> <li>•Connect language arts and mathematical concepts to technology</li> </ul>
<p><b>Unit 3: Microsoft® PowerPoint</b> In this unit, your student will explore and be introduced to a variety of features in Microsoft® PowerPoint. He will learn how to make a presentation with different slide layouts, how to insert and move images, and how to add text to slides to classify objects and illustrate a food chain.</p>		<ul style="list-style-type: none"> <li>•Construct, interpret, and manipulate presentations to classify objects and illustrate a food chain</li> <li>•Discriminate the similarities between objects to classify and categorize them</li> <li>•Analyze elements within a food chain</li> </ul>
<p><b>Unit 4: Microsoft® Excel</b> In this unit, your student will learn how to navigate a Microsoft Excel workbook. Within lesson workbooks, she will navigate between sheets, and learn how to select cells in a specific column and row. She will learn how to copy and paste text and numbers into cells. Your student will also type numbers in a data table, and use the numbers to generate and interpret graphs and charts.</p>		<ul style="list-style-type: none"> <li>Identify multiples of 5 and 10 and parts of 10</li> <li>Illustrate two parts of 10 on a ten-frame using a cell fill color</li> <li>Utilize a hundreds chart to find the missing part of 10 and complete a part-part-whole table</li> <li>Demonstrate typing in cells and navigating between cells and worksheets in a Microsoft Excel workbook</li> <li>Build, construct, and analyze different graphs to distinguish the more or less across categories</li> </ul>
<p><b>Unit 5: Keyboarding</b> In this unit, your student will explore letter and number recognition. He will be able to locate all letter and number keys. Your student will demonstrate correct posture and finger position while typing and apply proper touch-typing skills to type the home row letters.</p>		<ul style="list-style-type: none"> <li>•Identify the letters a–z and the numbers 0–9 on the keyboard</li> <li>•Demonstrate how to type the home row keys and the rows above and below the home row</li> <li>•Demonstrate how to apply proper touch typing skills to type the letters J and F and the space bar</li> <li>•Demonstrate correct posture and finger position while typing</li> </ul>
<p><b>Unit 6: Study Skills</b> In this unit, your student will be introduced to basic study skills. The lessons in this unit include listening skills, organizational skills, and other skills to help your student become a successful learner. Your student will learn how to set realistic goals and will have the opportunity to create her own goals for this course. The important skills taught in this unit apply not only to Educational Technology and Online Learning but to all academic areas, as well as to the real world.</p>		<ul style="list-style-type: none"> <li>•Identify ways to develop a work environment</li> <li>•Identify and illustrate skills in listening and following directions</li> <li>•Explain how maps demonstrate what we know about places</li> <li>•Recognize the importance of managing time, technology, and activities as an online learner</li> <li>•Create personal and learning goals</li> </ul>

**Unit 7: Internet Safety**

In this unit, your student will learn about Internet safety. The goal of the lessons in this unit is to educate your student on how to avoid dangerous, inappropriate, or unlawful online behavior. Your student will become aware of the dangers associated with the Internet by reading stories and scenarios, learning safety tips, and completing related activities.

- Demonstrate an understanding of Cyberspace as a community of real people
- Identify the differences between offline and online bullying
- Discuss what a computer virus is, how a virus spreads, the damage a virus can cause, and virus prevention techniques
- Explain that there are strangers in the cyber community just as there are strangers in the physical community
- Identify and describe the basic danger of revealing personal information online