

Wyoming Department of Education Required Virtual Education Course Syllabus

BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAEL61310	Grade Level	2
Course Name	Educational Technology and Online Learning 2	# of Credits	0.5
SCED Code	NoCourseSCED	Curriculum Type	Connections Academy

COURSE DESCRIPTION

In this course, students use appropriate technology tools and resources to complete projects, and solve problems. Students use software to draw, write, organize, and present information and data. 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
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SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
<p>Unit 1: Introduction and Tux Paint In this unit, your student will learn the basic tools of a draw and paint program. Your student will learn how to use the paintbrush and other drawing tools, the text tool, the shape tool, and the fill bucket. He will also be able to draw pictures and select images from a gallery.</p>		<ul style="list-style-type: none"> •Describe the correct sounds for the ck blend, th and sh digraphs, and the r-controlled vowels er, ir, and ur •Identify and demonstrate telling time in hour, half hour and quarter increments •Demonstrate how to use the Paint tool, Text tool, Magic tool, and Stamp tool in Tux Paint •Create a Tux Paint illustration using formatting options and the Custom palette •Apply Tux Paint tools to convey meaning
<p>Unit 2: Microsoft® Word In this unit, your student will learn basic Microsoft Word techniques including how to type text, insert and format tables, highlight, align, and format text, insert WordArt, and use the Spelling and Grammar tool to check her work.</p>		<ul style="list-style-type: none"> •Demonstrate how to format text in order to identify consonant blends, common and proper nouns, rhyming words, and different characters within a story dialogue •Explain how to insert clip art and WordArt in a document to illustrate concepts •Evaluate and revise writing using the Spelling and Grammar tool •Demonstrate how to draw tables in various sizes to organize content •Discuss and construct rhyming, acrostic, and haiku poems
<p>Unit 3: Microsoft® PowerPoint In this unit, your student will explore and be introduced to a variety of features in Microsoft® PowerPoint. He will learn how create slides, add and change the font color of text, use the Slide Sorter view to sequence and reorganize information, add clip art, as well as play the slideshow from the beginning.</p>		<ul style="list-style-type: none"> •Describe how to arrange items in the correct sequence of events •Construct a PowerPoint presentation with text, clip art, and a title slide •Demonstrate how to use the Slide Sorter view to change the order of events
<p>Unit 4: Microsoft® Excel In this unit, your student will use tools and features in Microsoft® Excel in order to solve problems. She will enter text and numbers in cells, navigate between cells, navigate between worksheets, and use formatting tools within cells.</p>		<ul style="list-style-type: none"> •Utilize Microsoft® Excel to demonstrate an understanding of compound words, prefixes, and suffixes •Reinforce number sense skills such as addition, subtraction, fact families, and place value •Demonstrate how to type in cells and navigate cells in Microsoft Excel •Explain how to use features such as copy/paste, add borders, and change the cell fill color in Microsoft Excel
<p>Unit 5: Keyboarding In this unit, your student will identify and type numbers and letters on the keyboard. Your student will demonstrate correct posture and finger position while typing in home row, as well as the rows above and below home row.</p>		<ul style="list-style-type: none"> •Apply proper touch typing skills to type simple letters and words •Identify home row, and the rows above and below home row •Demonstrate proper touch typing posture and finger position while typing

<p>Unit 6: Study Skills</p> <p>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"> •Apply knowledge of digital tools and resources to complete tasks and problem solve •Explain how to use technology using accurate terminology •Evaluate environments that make a good study space •Discuss the difference between online learning and traditional learning •Explain how organization and schedules help learning
<p>Unit 7: Internet Safety</p> <p>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 online dangers and stay safe while using the Internet. Your student will learn about the dangers of cyberbullies, strangers, and computer viruses by reading stories, discussing a variety of scenarios, learning safety tips, and completing other related activities.</p>		<ul style="list-style-type: none"> •Demonstrate an understanding that children need to have the help of an adult when exploring the cyber community •Discuss appropriate communication in cyberspace •Explain the need for caution when opening emails and and examine the concept that computers can become infected with viruses •Demonstrate an understanding of personal and online identity and making responsible choices to ensure safety in the cyber community •Develop procedures for responding to unsafe or inappropriate online situations