

Wyoming Department of Education Required Virtual Education Course Syllabus

BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAEL61311	Grade Level	3
Course Name	Educational Technology and Online Learning 3	# 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, manage information, and solve problems. Students use software to write, organize, analyze, 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

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
<p>Unit 1: Keyboarding In this unit, you will identify the home row and the rows above and below the home row. You will review the keyboarding skills learned in Lessons 6–10 of the Touch Typing Program. You will demonstrate correct posture and finger position while typing and apply proper touch typing skills to type the letters c, w, o, x, q, p, and z, the comma key, period key, and the forward slash key. Finally, you will complete a typing speed test.</p>		<ul style="list-style-type: none"> •Identify the home row and the rows above and below the home row •Review the keyboarding skills learned in Lessons 6–10 of the Touch Typing Program •Demonstrate correct posture and finger position while typing •Apply proper touch typing skills to type the letters c, w, o, x, q, p, and z, the comma key, period key, and the forward slash key
<p>Unit 2: Microsoft® Word In this unit, your student will learn basic Microsoft® Word tools to organize and communicate information in language arts. He will also learn how to type and format words and sentences, insert and format tables, use the Spelling and Grammar tool, and insert clip art and WordArt. For the portfolio assessment, he will research pollution, and the effects on the environment. He will learn how to reduce air, water, and land pollution. He will then organize the information using the outline view in Microsoft Word. To enhance his learning, he will watch Discovery Education™ streaming movies, eBooks, and BrainPOP® movies.</p>		<ul style="list-style-type: none"> •Demonstrate how to draw and format tables in various sizes to organize content •Demonstrate how to type and format text in order to identify consonant blends, contractions, vocabulary words, adjectives, adverbs, multiple meaning words, and story elements •Evaluate and revise writing using the Spelling and Grammar tool •Explain how to insert clip art and WordArt to illustrate concepts and visually enhance a document •Utilize the outline view to organize research on how to reduce air, water, and land pollution
<p>Unit 3: Microsoft® PowerPoint In this unit, you will explore a variety of features in Microsoft® PowerPoint to improve the way you communicate information. You will learn how to insert a text box, tables, shapes, WordArt, and clip art on a slide. You will use the Slide Sorter view to move and insert slides within a presentation. For your portfolio, you will research natural disasters and action plans and create a PowerPoint presentation of the information that you find.</p>		<ul style="list-style-type: none"> •Research natural disasters and create a presentation detailing an action plan •Utilize and insert clip art, WordArt, and shapes in a presentation to define quadrilaterals and illustrate a natural disaster •Demonstrate how to use the Slide Sorter view to change the order of slides and to add slides to a presentation •Demonstrate how to draw text boxes and tables and format the cell fill color to show comparisons •Experiment and complete math problems using the annotation features within a presentation
<p>Unit 4: Microsoft® Excel In this unit, your student will use tools and features in Microsoft Excel to solve math problems. He will type numbers in cells, insert formulas, make tables, create bar graphs, and use formatting tools to visually present math concepts and analyze data.</p>		<ul style="list-style-type: none"> •Demonstrate how to create a table with rows and columns to organize content and compare three-digit numbers •Explain, illustrate, and interpret data in a bar graph •Apply addition and subtraction concepts to solve one- and two-step problems in order to determine “how many more” and “how many less” •Demonstrate how to insert a formula to calculate area, perimeter, and convert liquid measurements of gallons, quarts, pints, and cups •Apply a fill color to rows and columns and borders to tables to emphasize specific information

<p>Unit 5: Study Skills</p> <p>In this unit, you will learn study skills to help you succeed in school and beyond. You will create a study schedule to organize schoolwork, use note taking to make sense of information, use visual organizers to help improve your writing and organize information, and create short and long-term goals for learning. You will watch Discovery Education™ streaming movies on listening skills, organizational skills, and other study skills that will help you become a successful learner. 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"> •Describe the qualities of an active listener •Demonstrate how to create a study schedule to organize schoolwork •Demonstrate how to use note taking strategies to make sense of information •Utilize visual organizers to improve writing and organize information •Demonstrate how to create short- and long-term goals for learning
<p>Unit 6: Internet Safety</p> <p>In this unit, you will learn about Internet safety. You will learn to responsibly use technology as a tool to research, organize, evaluate, and communicate information. You will distinguish between appropriate, or safe, and inappropriate, or not safe, websites and privacy, or personal, issues to keep you safe while using the Internet. For the portfolio assignment, you will create rules for safe and responsible technology use in the cyber community in a Microsoft® Word document.</p>		<ul style="list-style-type: none"> •Demonstrate an understanding of rules to follow to stay safe when online •Describe how personal information can be made public when taking part in online activities that seem safe •Describe responsible choices to be sure of personal safety when using the Internet •Distinguish between appropriate and inappropriate websites