Wyoming Department of Education Required Virtual Education Course Syllabus

BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAEL61312	Grade Level	4
Course Name	Educational Technology and Online Learning 4	# 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, appropriate online behavior, and effective search and website evaluation strategies.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
Unit 1: Keyboarding While learning to type, speed and accuracy are crucial. During this unit, you will learn about proper finger positioning, correct posture, and proper touch techniques to enhance your typing abilities. You will read about the history of keyboarding, new types of keyboards, and a typing competition. You will learn about the components of a computer and digital input, digital output, and processing. You will demonstrate your typing abilities with a typing test during the last lesson of the unit.		•Develop speed and accuracy while copying provided text •Apply proper touch typing techniques to enter words, phrases, and numbers •Demonstrate correct posture and finger position while typing
Unit 2: Microsoft® Word In this unit, you will be given multiple opportunities to polish your word processing skills. You will learn new skills, which include: inserting tables, adapting the font style, size, and color, changing the text alignment, and inserting SmartArt. While using Microsoft® Word, you will learn about figurative language, parts of speech, inferring, folktales, synonyms, and point of view. You will create stories from two different points of view. You will be provided visuals to enhance your learning through BrainPOP® and Discovery Education™ streaming movies.		•Create typed pieces of writing to show understanding of figurative language, making inferences, point of view, and synonyms •Demonstrate the ability to insert SmartArt, WordArt, and clip art to visually enhance each piece •Construct text boxes and tables to arrange information •Design each piece of writing using text alignment and various font choices
Unit 3: Microsoft® PowerPoint In this unit, you will have the opportunity to explore Microsoft® PowerPoint. You will insert action buttons, slide designs, slide themes, and slide transitions. You will demonstrate your knowledge of story elements, compare-and-contrast story structure, and life cycles through the creation of presentations. You will learn about life cycles through a Discovery Education™ exploration. After completing the exploration, you will design a presentation on life cycles.		•Create presentations demonstrating an understanding of story elements, compare/contrast structure, and life cycles •Demonstrate the ability to insert action buttons, clip art, and SmartArt from the Insert ribbon •Design a presentation with slide transitions from the Transitions ribbon •Formulate a visually appealing presentation by formatting the font face, font size, and font color
Unit 4: Microsoft® Excel During the Microsoft® Excel unit, you will learn about using the AutoSum feature to add multiple numbers, insert a formula to round digits, generate line graphs using data, and enter text into specific cells. You will demonstrate the ability to add, subtract, multiply, divide, and calculate data landmarks. You will establish a virtual lemonade stand and track your net profits. You will create a line graph to show the growth or decline of your business. You will use the Lemonade Stand Game, and learn about concepts by watching BrainPOP®, and Discovery Education™ videos within lessons.		•Interpret data and organize it within the cells of a workbook •Construct line graphs using data •Solve mathematical equations by embedding formulas within the workbook •Analyze, sort, and determine the meaning of word parts (prefixes, suffixes, and root words)

Unit 5: Study Skills In this unit, you will learn about and develop important study skills. You will learn about the characteristics of an active listener. You will watch a Discovery Education™ streaming movie about the consequences of not being an active listener. You will also learn about organizing a study schedule, setting short- and long-term goals, and generating a note-taking graphic organizer. Using Microsoft® Word, you will create a tips poster on how to be an active listener. You will use Microsoft PowerPoint to create a presentation comparing online learning to bricks-and-mortar schooling.		•Summarize the importance of active listening by brainstorming active listening examples with friends, family, and academics •Construct a detailed study schedule to assist with the organization of time management •Evaluate websites for authentic and accurate information •Develop electronic note-taking organizers and utilize them while reading or viewing a movie
Unit 6: Internet Safety It is a good idea to begin practicing online safety. In this unit, you will learn about how to be smart and safe when you are online. You will learn about netiquette and its importance in the prevention of cyberbullying. You will learn about how to keep your personal information anonymous, or unknown, so you can be safe from online predators. You will write a story in Microsoft® Word highlighting the importance of copyrighted material and proper use of copyrighted material. You will be able to share this important cyberspace safety information with your friends and family to help safeguard against online threats.		•Compare and contrast the physical world with cyberspace •Describe copyright laws and the rights created by the laws •Identify the types of personal information that should never be shared in cyberspace •Demonstrate the appropriate actions to follow when faced with cyberbullying and/or an online predator •Create a plan of action when faced with inappropriate web content