Wyoming Department of Education Required Virtual Education Course Syllabus

BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAEL61313	Grade Level	5
Course Name	Educational Technology and Online Learning 5	# 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 communicators and users of technology as they learn about intellectual property, Internet safety, and effective search and evaluation strategies.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
Unit 1: Keyboarding In this unit, you will identify and type numbers and letters on the keyboard and type words and phrases. You will demonstrate correct posture and finger position while typing the letters and symbols, and you will apply proper touch typing skills while practicing the home row and the rows above and below the home row.		•Practice posture, finger position, and speed to improve typing fluency •Apply proper touch typing techniques to enter numbers, words, and phrases •Develop speed and accuracy while copying provided text
Unit 2: Microsoft® Word In this unit, you will explore features of Microsoft® Word. You will learn how to correct spelling errors, and decode words using the Spelling and Grammar and Highlighter tools. While reading, you will identify the main idea of the text and relevant supporting details in order to construct an outline using Outline View. You will also interpret figurative language in poetry, and continue practicing text alignment to construct a poem of your own. Mathematically, you will apply your knowledge of coordinate grids by inserting a table and text boxes to show an ordered pair.		•Produce and manipulate tables to show knowledge of fact and opinion and distinguish between words containing Greek roots •Demonstrate knowledge of subjects and predicates to compare and contrast the two using the Highlighter tool •Plan, prepare, and generate a friendly letter to practice formatting, typing, and checking spelling and grammar •Outline information within an article to demonstrate understanding of common text construction •Compose original sentences and poetry to show knowledge of English language conventions
Unit 3: Microsoft® PowerPoint In this unit, you will explore features of Microsoft PowerPoint. You will learn how to create linear slide shows, ones that proceed from one slide right after another, and non-linear slide shows, ones that involve choices that affect which slide comes next, using action buttons and the slide sorter view. You will insert text boxes in order to identify and define synonyms and antonyms. You will insert SmartArt to create graphic organizers to aid with comparing and contrasting. Mathematically, you will learn about translation, rotation, and reflection and insert shapes. In social studies, you will create a slide show from scratch showing the steps of how a bill becomes a law.		•Create digital presentations to demonstrate sequencing, compare and contrast concepts, and define a process •Plan and design a presentation using different themes, slide layouts, and fonts styles •Demonstrate how to incorporate graphics and apply motions and animations to shapes, buttons, and clip art to create an engaging presentation
Unit 4: Microsoft® Excel In this unit, you will explore features of Microsoft® Excel. You will learn to use borders and colors to display large numbers to represent place value visually and will be able to use these numbers to compare and order decimals. You will learn to insert formulas to show patterns in multiplying numbers by powers of 10 and will also be able to use formulas to convert feet to miles and vice versa, as well as use formulas to find the area of regular and irregular shapes. You will also do research on the world's oceans to collect data and create a table and graph.		•Combine groups of cells to demonstrate place value and area and to compare numbers •Demonstrate how to incorporate borders and a fill color to create shapes and patterns •Apply formulas to numbers to create patterns and manipulate numbers •Classify and collect data to create graphs and display information in an organized way

Unit 5: Study Skills In this unit, you will use different software applications to improve your study skills. In Microsoft® Word, you will create a table to help organize information about listening skills and a calendar to help manage your time wisely. You will learn about and use several methods of note taking, and apply note-taking strategies in future lessons. You will use explore Google Earth as a tool to enhance earning, and you will explore the benefits of online learning. You will identify and create short- and long-term goals toward a career goal and organize them in a brochure.		•Create a schedule to demonstrate time management •Demonstrate how to use a table note-taking form or an outline for taking notes •Utilize and evaluate the effectiveness of an online virtual tour •Define online learning and active listening •Create an original project illustrating short- and long-term goals
Unit 6: Internet Safety In this unit, you will learn about Internet safety. You will learn to identify characteristics of online predators and practice strategies for online safety. You will write a practice blog to understand how online journaling can be a means of communication, and you will be able to create a list of rules for proper etiquette during texting and instant messaging. You will be able to define plagiarism, copyright, and intellectual property, and explain why another person's information cannot be used by someone else unless proper permission is obtained.		•Construct a digital presentation to demonstrate knowledge of intellectual property, fair use, copyright, piracy, and media literacy •Compose documents demonstrating knowledge of blogging and cyberbullying