Wyoming Department of Education Required Virtual Education Course Syllabus

BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Other
Course ID	CAOT74228	Grade Level	6
Course Name	Educational Technology and Online Learning 6	# of Credits	0.5
SCED Code	NoCourseSCED	Curriculum Type	Connections Academy

COURSE DESCRIPTION

Students progress to more sophisticated work in this course, including the use of electronic media and software to apply academic concepts in the creation of meaningful organizers, projects and presentations. Students locate, retrieve and evaluate data in order to construct and analyze databases. Students produce presentations on Internet safety, OA predators, and cyberbullying. At the end of the course, students become effective communicators and collaborators as they plan, evaluate and synthesize research emphasizing current issues with technology.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES
Unit 1: Introduction In this unit, you will learn the basics about computers. You will learn how computers work and how to troubleshoot problems. You will also work on becoming a more efficient learner as you learn how to manage your files and work to improve your keyboarding skills.		•Apply proper keyboarding techniques to improve accuracy, speed, and overall efficiency in computer operation •Describe how changes in technology throughout history have impacted different aspects of the world •Distinguish the difference between hardware, software, components, and the operating system of computer and other technology devices •Create an effective and efficient file hierarchy for courses and construct the file management system for schoolwork •Develop and apply strategies for identifying and solving routine hardware and software problems
Unit 2: Microsoft® Word In this unit, you will increase your understanding of Microsoft® Word as you learn how to efficiently create quality documents. You will learn to use editing features such as highlighting, Track Changes, and add comments. You will also become more efficient using macros, keyboard shortcuts, and outlines. You will explore figurative language as you read Greek mythology and poetry. You will learn strategies for researching Alexander the Great online and use your research to create a final product using the design features within Microsoft® Word.		•Demonstrate command of reading strategies and standard English language using editing tools in a document •Integrate a variety of file types to produce original narrative works that analyze theme, character development, and figurative language •Analyze and illustrate plot, character development, and processes by inserting graphics, shapes, and diagrams •Conduct a scholarly Internet search using filters and Boolean search strategies •Publish research and enhance documents by inserting text boxes, images, and captions
Unit 3: Microsoft® PowerPoint In this unit, you will learn advanced features of Microsoft® PowerPoint, including how to record audio on slides and create nonlinear presentations using Action buttons. You will learn to create engaging presentations using animations, transitions, SmartArt, graphics, and the elements of design. You will explore the development of a narrative story including plot, theme, and character development. You will use PowerPoint to create a story with alternate endings, an interactive food web, and a modern version of the "Three Little Pigs."		•Produce digital presentation with audio to demonstrate understanding of personal narratives •Create interactive nonlinear presentations to analyze characters, create original stories, and describe scientific interactions •Apply graphics, transitions, animations, and modified text to enhance presentations
Unit 4: Microsoft® Excel In this unit, you will learn how to use Microsoft® Excel to create a database and graph data using charts and the histogram add-in. You will work with numerical data using the rounding function (MROUND) and the adding function (SUM). You will learn to analyze data and how to work with the data more, using the sort and filter features. You will create a survey to collect data and use the data to create your own database for analysis.		•Utilize mathematical functions and sort feature in a spreadsheet to analyze, sort, and solve mathematical equations using numeric data •Create graphs in multiple formats in order to determine advantages and disadvantages of types of graphs and to evaluate numeric data •Build a database and analyze collected data using the filter and sort functions to identify and describe patterns and solve problems

Unit 5: Study Skills In this unit, you will learn various strategies related to time management, organization, and goal setting. These strategies include color coding by subject, utilizing your student planner, and scheduling. You will use a process and organizer to evaluate information you find on the Internet. You will explore mnemonic techniques to assist with memorization, helpful test-taking tips, and various methods of studying for tests. Finally, you will explore and evaluate games and simulations as learning tools.		•Devise a plan for managing time and organizing a study area and related materials •Examine and apply note-taking techniques and mnemonic devices as test preparation strategies •Develop SMART long-term and short-term goals in preparation for long-term success in middle school •Research examples of simulations and interactive games for online education
Unit 6: Internet Safety In this unit, you will learn how to use the Internet in a safe and responsible way as a tool for communication, research, and collaboration. The unit begins by explaining the concept of a virtual community and discusses topics such as online bullying and negative networking. You will recognize Internet safety concerns including the importance of choosing a safe user name and keeping personal information safe from strangers, risks associated with online shopping, and the threat of online predators. Finally, you will learn about intellectual property and copyright concepts. You will also examine the consequences that are associated with piracy and illegal music downloading.		•Describe and demonstrate safe, legal, and responsible digital citizenship in the online community •Select and evaluate digital resources and describe how to ethically use online information in research
Unit 7: Digital Publishing In this unit, you will combine all of the skills you have learned to create a final product of your choice. You will begin by researching a technology topic, and then you will investigate design elements and software options to create a multimedia product that demonstrates what you have learned. You will have the opportunity to discuss your product with your peers and evaluate their work as well.		•Apply questioning and research skills to research the impact of technology on society •Evaluate usefulness of software applications for various purposes and select methods for publishing research •Design and produce a multimedia project that integrates a variety of file types to publish research •Apply graphics, transitions, animations, and modified text to demonstrate understanding of basic elements of design •Utilize collaboration software to participate in a peer review