Throughout this course, students will focus on the following Tennessee State Standards for Computer Literacy:

- Use age-appropriate online tools and resources.
- Select and use appropriate word processing, spreadsheets, and multimedia applications.
- Demonstrate fundamental keyboarding skills.
- Advocate, demonstrate and routinely practice safe, legal, and responsible use of information and technology.

Resources:
The majority of the work done in this class will be on the computer. For keyboarding practice, please encourage your children to utilize the following websites for additional practice at home:


We will continue using www.keyboardingonline.com Students have their own account and if they fall behind I can open the portal for them to work at home. If your student works at home, please encourage them to do the assignment correctly by not looking at the keyboard.

For students who have had this class before, they will be enhancing the skills previously taught. They will develop a deeper understanding of each subject that we cover and their presentations and projects will be much more advanced. They will be required to do advanced assignments.

Course Outline:

**Week 1**: Intro to Class- Expectations, Scavenger Hunt, Computer parts Bingo, Basic troubleshooting

**Week 2**: Intro to Google – Drive, creating and organizing folders, Google Drawings – Creating a Vector portrait, Keyboarding intro for new to class, review for previous students. QWERTY, home keys, posture, etc.

**Week 3**: Keyboarding online setup, notebook setup, first keyboard test

**Week 4**: Microsoft Word/Google Docs/Templates

**Week 5**: Computer tech terms/history/technology terms/quiz/test

**Week 6**: Job Resume Webquest/ Intro to Ozobots and coding

**Week 7**: Resume, Job Application

**Week 8**: Creating a budget webquest – group project

**Week 9**: Continue budget projects/presentations

**Week 10**: Internet Safety: Learn the net website

**Week 11**: Digital Media: My Media life is like simile/Got Media Smarts Quiz for parents and students/Spheros

**Week 12**: Animoto video of simile: My media life is like…..

**Week 13**: Digital Media definitions/quiz/test

**Week 14**: Google Sheets/Excel – formulas, shopping spree

**Week 15**: Google Slides/PowerPoint Intro – good examples, common mistakes

**Week 16**: Google Slides/PowerPoint lessons – slides, transitions, sound, display, animations, animated gifs

**Week 17**: Google Slides /PowerPoint project-begin final presentations

**Week 18**: Google Slides PowerPoint project- final presentations

For students that cannot follow class rules, there will be alternate assignments given that will not require the use of computers until they regain the privilege of computer use.

My student and I have read over this syllabus, know what to expect in this class, and agree to abide by class rules. This syllabus must be signed by parent and student before computer use is granted.

Student name ___________________________________________ Parent signature _________________________________________