Educational Technology and Online Learning 4

Course Summary: 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.

Course Outline

Educational Technology and Online Learning 4

1. **Keyboarding**
   1. Keyboarding Review
      - Apply proper touch typing techniques to enter words and phrases
      - Demonstrate correct finger positions while typing
      - Understand digital input, digital output, and processing
   2. Speed and Accuracy: Lesson 1
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers
      - Demonstrate correct finger positions while typing
   3. Speed and Accuracy: Lesson 2
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers
      - Demonstrate correct finger positions while typing
   4. Speed and Accuracy: Lesson 3
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers
      - Demonstrate correct finger positions while typing
   5. Speed and Accuracy: Lesson 4
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers
      - Demonstrate correct typing posture and finger positions while typing
   6. Speed and Accuracy: Lesson 5
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers
      - Demonstrate correct typing posture and finger positions while typing
   7. Speed and Accuracy: Lesson 6
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers
      - Demonstrate correct typing posture and finger positions while typing
   8. Speed and Accuracy: Lesson 7
      - Develop speed and accuracy while copying provided text
      - Apply proper touch typing techniques to enter words, phrases, and numbers

- Demonstrate correct typing posture and finger positions while typing
9. Keyboarding Review 2
    - Develop speed and accuracy while copying provided text
    - Apply proper touch typing techniques to enter words, phrases, and numbers
    - Demonstrate correct typing posture and finger positions while typing

2. **Microsoft® Word**
    1. There, Their, They're To, Too, Two
        - Academic: Compose and define a list of homophones
        - Technology: Develop a digital homophone book using homophones correctly in sentences
        - Technology: Demonstrate formatting the font size, font face, and font color using the Font Size, Font Face, and Font Color drop-down menus
        - Technology: Arrange and highlight text using the text alignment buttons and the Highlighter tool in the Home ribbon
        - Technology: Select and insert clip art to illustrate homophones
    2. Nouns and Pronouns
        - Academic: Identify and categorize nouns and pronouns
        - Academic: Compose a piece of writing using nouns and pronouns correctly in sentences
        - Technology: Demonstrate typing, and indent a paragraph using the Tab key, and Indentation buttons
        - Technology: Format and adjust line spacing within the Paragraph menu
        - Technology: Apply an underline to nouns and pronouns using the Underline button
    3. Synonyms
        - Academic: Select words with similar but not identical meanings using the Microsoft Word thesaurus
        - Academic: Identify synonyms for common words
        - Technology: Formulate a table with multiple rows and columns
        - Technology: Identify, select, and type synonyms in the correct cells of a table using the thesaurus in Microsoft Word
        - Technology: Demonstrate formatting text alignment using buttons in Home ribbon
    4. Making Inferences
        - Academic: Analyze clues from text to make inferences
        - Technology: Insert SmartArt graphics into a document
        - Technology: Organize text clues and inferences in SmartArt graphics
        - Technology: Demonstrate the skill of dragging and dropping text boxes
    5. Points of View
        - Academic: Generate two pieces of writing correctly implementing first-person and third-person point of view
        - Academic: Identify points of view within a text
        - Technology: Demonstrate formatting the font size and font face using the Font Size and Font Face drop-down menus
        - Technology: Demonstrate using the Spelling and Grammar tool to correct spelling errors in document
    6. Vivid Language: Similes
        - Academic: Identify similes within poems
        - Academic: Interpret and create similes
        - Technology: Create and insert a table with multiple rows and columns
        - Technology: Demonstrate formatting a table by inserting new rows
    7. Vivid Language: Metaphors

- Academic: Analyze metaphors to understand the underlying meaning
- Academic: Generate original metaphors
- Academic: Differentiate between similes and metaphors
- Technology: Illustrate metaphors using WordArt and clip art

8. Summarizing Poetry
- Academic: Construct a summary of a poem
- Technology: Demonstrate typing and indenting using the Tab key
- Technology: Examine and correct spelling errors using the Spelling and Grammar tool

9. Folktales
- Academic: Describe and create a folktale
- Academic: Understand that all folktales have a central theme or message
- Technology: Design a graphic organizer by inserting text boxes from the Insert ribbon
- Technology: Demonstrate knowledge of Microsoft Word formatting: font color, font style, font size, Spelling and Grammar tool, and Tab key

3. **Microsoft® PowerPoint**
   1. Story Map
      - Academic: Understand story elements and identify them within a story
      - Technology: Formulate a presentation about story elements
      - Technology: Demonstrate selecting and inserting clip art and action buttons from the Insert ribbon
      - Technology: Apply a theme using the Design ribbon to enhance the presentation
   2. Compare and Contrast
      - Academic: Compare and contrast concepts from text
      - Technology: Construct a presentation comparing and contrasting alternative forms of energy and animals
      - Technology: Implement and apply slide transitions using the Transition to This Slide drop-down menu in the Transitions ribbon
      - Technology: Demonstrate selecting and inserting clip art and action buttons in the Insert ribbon
   3. Life Cycles
      - Academic: Analyze the life cycle of a plant or animal
      - Academic: Evaluate the ability to create a presentation using a rubric
      - Technology: Develop a presentation analyzing the life cycle of a plant or animal
      - Technology: Demonstrate the ability to apply slide transitions and slide designs to a presentation
      - Technology: Insert hyperlinks and clip art in a presentation to create an interactive life cycle

4. **Microsoft® Excel**
   1. Word Problems: Addition and Subtraction
      - Academic: Recognize key words to solve addition and subtraction word problems
      - Technology: Calculate sums and differences using a formula
      - Technology: Demonstrate formatting font color of mathematical key words using the Font Color drop-down menu in the Mini toolbar
      - Technology: Insert borders around the sums and differences from the Border drop-down menu in the Home ribbon
   2. Word Problems: Multiplication and Division

- Academic: Recognize key words to solve multiplication and division word problems
- Technology: Calculate products and quotients using a formula
- Technology: Demonstrate formatting font color of mathematical key words using the Font Color drop-down menu in the Mini toolbar
- Technology: Insert borders around the products and quotients from the Border drop-down menu in the Home ribbon

3. Rounding
- Academic: Identify and round numbers to the ones place
- Technology: Insert and apply the ROUND function to round numbers to the nearest ones place
- Technology: Apply the AutoSum feature to add multiple numbers together
- Technology: Adjust the cell alignment using the Center Align button in the Home ribbon

4. Graphing Expenses
- Academic: Analyze net profits from a lemonade stand over a 5 day period
- Technology: Organize data into cells of a workbook
- Technology: Formulate a line graph based on lemonade net profits and cups sold

5. Investigating Bar Graphs
- Academic: Calculate the mean, median, and mode of a set of data
- Technology: Construct a bar graph using the Bar drop-down menu in the Insert ribbon
- Technology: Demonstrate formatting by inserting titles and labels for the bar graph

6. Root Words from Science
- Academic: Identify and interpret the meaning of words with prefixes and suffixes
- Technology: Segregate and arrange word parts (prefixes, suffixes, and root/base words) into individual cells of a workbook
- Technology: Demonstrate formatting the font size, font face, and font color of word parts (prefixes, suffixes, and root/base words) using the Font Size, Font Face, and Font Color drop-down menus

5. **Study Skills**
1. Listening Skills
- Identify the importance and attributes of active listening
- Create a goal for active listening
- Generate a table stating goals for active listening in different settings

2. Organization and Time Management
- Understand the importance of being organized and having a study schedule
- Create a study schedule that incorporates flexibility

3. Note Taking and Summarizing
- Utilize note taking strategies to learn, think about, and remember important information
- Adapt a note taking template that can be adjusted for various assignments

4. Using Graphic Organizers
- Evaluate and validate information on the World Wide Web
- Collect information in a graphic organizer

5. Online Learning
- Review the similarities and differences of online learning and bricks-and-mortar learning

- Create a presentation that describes the synthesis of a new school combining the advantages of both online learning and bricks-and-mortar learning
    6. Goal Setting
        - Distinguish between short- and long-term goals
        - Develop short- and long-term academic goals
        - Generate a spreadsheet organizer to track progress toward accomplishing goals
6. **Internet Safety**
    1. Netiquette in the Cyber Community
        - Describe cyberspace as a community of real people
        - Compare characteristics of communication in the physical world with communication in cyberspace
        - Demonstrate an understanding that unkind communication in cyberspace is the same as unkind communication in the physical world
        - Demonstrate how to respond appropriately if faced with unkind communication in cyberspace
        - Create a table comparing communication in the physical world with cyberspace
    2. Cyber Predator Awareness
        - Define and discuss the terms predator, prey, inappropriate, and anonymous as they relate to online communication
        - Identify and describe basic components of a predator's grooming process
        - Create examples of safe responses and/or actions for each step of the grooming process
    3. Cyberbullying
        - Identify general key attributes of kindness and being considerate online
        - Identify and describe the key attributes of bullying
        - Compare and contrast bullying in the physical community and the cyber community
        - Analyze the relationship between netiquette and cybercitizenship
        - Identify and utilize appropriate resources if confronted with an online bully
    4. Malicious Code in E-mail
        - Identify and describe the security risks associated with e-mail
        - Define and discuss the term malicious code and other vocabulary related to cybersecurity risks
    5. Spam, Scams, and Phishing
        - Describe the basic way phishing, spam, and scam e-mails solicit personal information
        - Explain age-appropriate ways to deal with phishing, spam, and scam e-mails
    6. Goldy Locks and IP
        - Explain the rights of intellectual property on the Internet and the rights copyright provide for creative material
        - Explain the potential consequences associated with plagiarism and other forms of intellectual property theft
        - Create a story to entertain and teach about copyright in Microsoft® Word
    7. Keeping it Personal
        - Discuss that posted personal information on the Internet is public
        - Discuss why it can be unsafe to post personal information on the Internet
        - Describe why it is necessary to inform an adult before filling out information online
    8. Inappropriate Websites

Questions? Call 800-382-6010

- Explain the concept of the Internet as an online community comparable to the physical community
- Discuss the concept that there are inappropriate places online
- Demonstrate an understanding of how to avoid or exit inappropriate places
- Discuss family policy on inappropriate website access

9. Acceptable Use Policy
- Demonstrate an understanding of acceptable use, identify the consequences of unacceptable use, and describe procedures for responding to unsafe or inappropriate online situations

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