COMPUTERS

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LIFE AHEAD METHODOLOGY

Personal growth is assured through the philosophical foundations and the school's Life Ahead Methodology. The Life Ahead Methodology promotes autonomy, organization, responsibility, and social skills. Its major goal is to produce self-reliant individuals who will assume an ever greater responsibility for their own learning.

COURSE DESCRIPTION

Help students learn essential computer applications and Internet technology skills for personal, academic, and professional success. Students will effectively use a current Windows operating system and appropriate file management resources; develop and refine keyboarding skills on computers for speed and accuracy; apply word processing and desktop publishing functions to create, edit, format, cite resources, print, and store common documents; apply spreadsheet functions to solve financial, mathematical, and statistical problems; design, create, and execute an artistic and professional PowerPoint presentation which includes appropriate text formatting, graphics, and use the Internet in an ethical manner to research, communicate, collaborate, and efficiently retrieve information.

OBJECTIVES

In this class, students will practice their learned skills about computers and the internet in today's world. They will continue improving typing skills, digital documents and presentations, and using EBSCO as their main internet search engine. All of these skills will be practiced while becoming aware of current International Events. They will also work on cross curriculum projects with Biology, English Literature and Social Studies where they will give presentations using Power Point or Word as well as using Google Drive and Google Classroom to keep all their work recorded. They will continue practicing their reading comprehension skills using different websites and doing interactive tests, according to the subject we are studying.

CONTENT

1. Basic Fundamental of Technology: It's important for every student to know the basic fundamentals of computers, tablets and technology devices. The basic fundamentals include uses, applications, advantages and disadvantages, how they work, how it is built on, how the Operating system works, how input and output works, what you can do using internet etc.
2. Google Docs: Google Docs is a free Web-based application which a user can use to create documents and spreadsheets. If you are a Google docs user you can import, create, edit and update documents and spreadsheets in various fonts and file formats, combining text with formulas, lists, tables and images. Students have the opportunity to do collaborative work, get feedback in real time, share their documents on the web, and collaborate and brainstorm as a team.

3. Google Slides: The benefit of creating a presentation using Google Slides is that the finished presentation is: Easy to share (e.g. via a link or embedded on a site). Easy to collaborate with others. Easy to access anywhere there is Internet access.

4. <u>Google Sheets</u>: Google Sheets allows you to create, edit, share and collaborate on a wide variety of spreadsheets and forms. It provides professionally designed templates that helps you visualize your data and enhance your workflow. You can also use it to convert Microsoft Excel files to Sheets or vice versa. It allows collaborations, and multiple users can edit and format files in real-time, and any changes made to the spreadsheet can be tracked by a revision history.

5. <u>Canva:</u> Is a tool loaded with enough easy-to-use features and functionality that anyone can create a variety of engaging content. it really offers a variety of content types. It uses a drag-and-drop format and provides access to over a million photographs, graphics, and fonts from pre-sized social media image and header templates to marketing materials, documents, presentations, invitations and ads.

6. Digital <u>Citizenship:</u> Explore ways that different digital media are, and aren't, designed to help them make good media choices. Help your students learn about their digital footprints and the steps they can take to shape what others find and see about them. Compare the risks and benefits of self-disclosure in relationships.

Identify the risks and potential consequences of sexting.
Practice applying strategies to respond to situations where sexting could occur.
Help students analyze breaking news with a critical eye for false or incomplete information, and discuss the downsides of our "always-on" news media culture.
Explore the role that digital media plays in their lives.
Identify the types of messages that might cause a red flag feeling for someone.
Define "digital reputation," and identify examples of social media posts that can have a positive or negative effect.
Generate a list of questions to ask themselves before posting pictures or information about someone else.
Identify examples of online behaviors that may hurt, embarrass, or offend others.
Analyze thorny situations online and ways to respond to counter the harm they can cause.

SKILL STRANDS

- Students articulate and set personal learning goals, develop strategies using technology to achieve them.
- Understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.
- Students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world.
- Engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
- Evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources.
- Build knowledge by actively exploring real-world issues and problems, developing ideas and theories and pursuing answers and solutions.
- Students communicate complex ideas clearly and effectively by creating or using a variety of digital objects such as visualizations, models or simulations.
- Use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.
- Students explore local and global issues and use collaborative technologies to work with others to investigate solutions.

EXPECTATIONS

- Plagiarism will not be tolerated and is considered a severe infraction at Colegio Maya. They have to create and make reports using their comprehension skills.
- Students must participate in class and complete projects when assigned. They will use EBSCO program most of the time to do their research.
- Students are not allowed to spend time in the computer class for personal use, which includes visiting Facebook, writing personal e-mails, chatting, downloading music, etc.
- Students will speak English at all times and will use all Computer Class devices correctly.

ASSESSMENT

Classwork 50%
Autonomy (Tutorials and problem solving skills) 10%
Creativity (Presentations) 10%
Typing Skills 10%
Behavior in class 20%

CITAS

Si necesita consultar o expresar alguna inquietud sobre el desarrollo o evaluación de la materia, puede solicitar una entrevista con la docente en la recepción al 2316-7800 o enviar correo electrónico a
iamaya@colegiomaya.edu.sv

INFORMACIÓN

Para mayor información lo invitamos a visitarnos en:

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