



SYLLABUS 2022-2023
SECONDARY SCHOOL
11th GRADE

TECHONOLOGY INTEGRATION

Ms. Rosa Escobar – rescobar@colegiomaya.edu.sv

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 courses we will emphasize in knowledge and skills that will enable students to effectively use technology and the internet in today's globalized world, using communication effectively and responsibly. They will be analyzing the forms and messages of a variety of media works and audience responses to them, and through creating their own media works, so they can develop critical thinking skills, ethical judgement, and skills in viewing, representing, listening, speaking, reading, and writing. Students will learn how to avoid plagiarism and produce unique high quality digital work. The will still be using EBSCO and we will include more internet search engines. They will focus on international events which would increase their understanding of the international community. Students will work on cross curriculum projects with different subjects using Word, Power Point and Excel. Students will be able to integrate this technology course to their English, Biology and World History assignments as well as using Google Drive and Google Classroom to keep all their work recorded.

CONTENT

1. 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.
2. 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.

3. Google Sheets: 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.
4. Digital citizenship: Reflect on how their social media use makes them feel and how it compares to other teenagers'. Identify important benefits and privacy risks that new technologies present. Decide whether or not the benefits of new technologies outweigh their privacy risks.

Reflect on how their relationships are affected by devices and the internet. Identify the qualities of healthy and rewarding relationships. Describe the relationship between hate speech and xenophobia. Analyze how the internet has contributed to an increase in hate speech and extremist views. Analyze the benefits and drawbacks of representing different parts of their real self online. Use online resources to track arguments for and against whether we are addicted to our devices. Identify the risks of targeted advertising, especially when it is targeted to children. Recognize that any information they post online can help or hurt their future opportunities (college admission, employment, etc.). Define "online disinhibition" and describe how it can be both positive and negative.

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%

APPOINTMENTS:

If you have any questions, you can request a meeting with the teacher by sending an email to iamaya@colegiomaya.edu.sv or calling 2316-7800.

For further information, we invite you to visit us at:



www.colegiomaya.edu.sv



[/colegiomayadeelsalvador](https://www.facebook.com/colegiomayadeelsalvador)



[colegio.maya](https://www.instagram.com/colegio.maya)

V. 2062

