



SYLLABUS 2022-2023
SECONDARY SCHOOL
12th GRADE

TECHONOLOGY INTEGRATION

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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

This course will continue emphasizing in knowledge and skills that will enable students to effectively use technology and the internet in today's globalized world, using media communication effectively and responsibly. Students will develop critical thinking skills, ethical judgement, and skills in viewing, representing, listening, speaking, reading, and writing, learning in the process how to avoid plagiarism and produce unique high quality digital work. We will be using EBSCO and other search engines throughout the course. Students will focus on international events which would increase their understanding of the international community. Students will work on cross curriculum projects with different subjects and we will emphasize in essays for colleges and Universities. They will also give Power Point presentations on book characters from both their Spanish and English Literature Courses. Students will be able to integrate this technology course to their English, Biology and World History assignments. Also students will be able to start doing their job curriculum for internships and work with Mrs. Celeste's assignments to improve their technology skills for college.

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. Prezi: This platform is a visual storytelling software alternative to traditional slide-based presentation formats. Prezi presentations feature a map-like overview that lets users pan between topics, zoom in on details, and pull back to reveal context. It's similar to other presentation software like Microsoft PowerPoint, but it offers some unique features that make it a good alternative.
5. Canva: 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 Citizenship: Identify research trends related to the health impact of screen time. Consider different ways that people have used their digital footprint to make a positive impact on the world and whether you would do something similar. Teach students to keep disagreements civil so their ideas will be heard and so they can advocate for positive change. Identify the pros and cons of censoring online hate speech.

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



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