



Summer Smarts 3 Course Summary

The Summer Smarts course is designed to introduce new computer skills and computer terminology as well as reinforce academic content. Throughout this course, the student and the Learning Coach will engage in lessons which incorporate activities that address both academic and technology objectives.

Skills covered in this course include: keyboarding, creating and editing a word processing document, adding graphics to a document, using the web to research various curriculum areas, sending and receiving e-mail messages, using a database, creating a multimedia project, and creating, saving, and printing a document.

Course Directions and Tips

- To participate in this course the student must have Microsoft Office including Paint, Word, Excel and PowerPoint installed on his or her machine. Please be sure that it is installed before taking the course.
- Students should complete lessons in this course with the assistance of the Learning Coach.
- The three required components of each technology lesson are the academic instruction, the technology activity, and the assessment within the instruction.
- The assessment within the instruction does not contribute to the student's overall grade for the course.
- There are several games in each lesson. The games are optional components of the lessons.
- As a result of recent updates, some lessons have been marked as optional or moved within the course. If a lesson has been removed, the student can still click on the lesson, but a message will appear that directs the student to the next lesson.

Unit 1: K to the 8th Power Tutorial – Unit Summary

Lessons

1. K to the 8th Power Overview
2. The LMS and K to the 8th Power
3. Navigating K to the 8th Power
4. Keyboarding Rows

Unit 2: I-SAFE – Unit Summary

In this unit, your student will learn about Internet safety. The goal of the lessons in this unit is to educate your student on how to avoid dangerous, inappropriate, or unlawful online behavior. Your student will become aware of the dangers associated with the Internet by reading stories and scenarios, learning safety tips, and completing related activities.

National Educational Technology Standards for Students (NETS-S) Performance

Indicators: All students should have opportunities to demonstrate the following performances. Prior to completion of Grade 5, students will:

1. Use keyboards and other common input and output devices (including adaptive devices when necessary) efficiently and effectively.

2. Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.
3. Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.
6. Use telecommunications efficiently and effectively to access remote information, communicate with others in support of direct and independent learning, and pursue personal interests.

NETS-S were developed by the International Society for Technology in Education (ISTE).

Heads-Up

- Due to the mature nature of the content in some of these lessons, you may want to review the content prior to having your student complete the lessons.
- The lessons in the I-SAFE unit may include more text than other lessons. Much of the text is suggested questions and/or dialogue you may use to initiate discussions with your student.

Lessons

1. Cyber Community Citizenship
2. Citizenship & Safety
3. Cyber Bullying
4. Cyber Security
5. Spam Scam Safety
6. Intellectual Property
7. Personal Safety Part One
8. Personal Safety Part Two
9. Text Messaging Safety

Unit 3: Study Skills – Unit Summary

The Study Skills unit will introduce your student to basic study skills. The lessons in this unit include listening skills, organizational skills, and other skills to help your student become a successful learner. Your student will learn how to set realistic goals and will have the opportunity to create his own goals for this course. The important skills taught in this unit apply not only to Educational Technology and Online Learning but to all academic areas, as well as to the real world.

Lessons

1. Listening Skills
2. Organization and Time Management
3. Note Taking/Summarizing
4. Using Graphic Organizers
5. Online Learning
6. Goal Setting

Unit 4: Microsoft Paint – Unit Summary

Lessons

1. Functional Words: Football

Unit 5: Microsoft Word – Unit Summary

Lessons

2. Choose Best Title - Main Ideas
3. Consonant Blends - Part 1

4. Contractions
5. Create a Simple Story with Word
6. Editing a Writing Selection
7. Fractions
8. Multi-meaning Words
9. Place Value
10. Punctuation Marks
11. Reference Tools - Part 1
12. Reference Tools - Part 2
13. Settings, Characters, and Events
14. Simple Division
15. Writing Descriptive Paragraphs

Unit 6: Microsoft Excel – Unit Summary

Lessons

1. Consonant Blends - Part 2
2. Decimals
3. Measuring Liquids
4. Multiplication - Part 1 (Optional)
5. Multiplication - Part 2 (Optional)
6. Perimeter and Area
7. Thermometer

Unit 7: Microsoft PowerPoint – Unit Summary

Lessons

1. Adjectives
2. Antonyms
3. Descriptive Words
4. Functional Words - Sports
5. Functional Words - Zoo Animals: Part 1
6. Functional Words - Zoo Animals: Part 2
7. Time