



Summer Smarts 7 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 will engage in lessons which incorporate activities that address both academic and technology objectives.

Skills covered in this course include: using electronic media to create a report, using business applications, developing a slide show, and applying information gathered from the Internet.

Course Directions and Tips

- To participate in this course the student must have Microsoft Office including Word, Excel and PowerPoint installed on his or her machine. Please be sure that it is installed before taking the course.
- Students may require some assistance from the Learning Coach to complete some lessons in this course.
- 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 removed, 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: Introduction – Unit Summary

In this unit, you will be presented with a series of tutorials that are designed to help you understand the content and structure of this course. You will learn that each lesson in this course presents or develops a technology skill using academic content. You will also become familiar with how the lessons are organized and how to navigate through them. Finally, you will explore basic keyboarding concepts and skills.

Lessons

- K to the 8th Power Overview
- The LMS and K to the 8th Power
- Navigating K to the 8th Power
- Keyboarding Rows

Unit 2: Internet Safety – Unit Summary

In this unit, you will learn how to use the Internet in a safe and responsible way and as a tool for communication, research, and collaboration. The unit begins by explaining the concept of a virtual community and discusses topics such as online bullying and negative networking/gangs online. You will recognize Internet safety concerns including the importance of choosing a safe user name and keeping personal information safe from strangers, risks associated with online shopping, and the threat of online predators. Finally,

you will learn about intellectual property and copyright concepts. You will also examine the consequences that are associated with piracy and illegal music downloading.

Heads-Up

Due to the mature nature of the content in some of these lessons, you may want to review the content with your Learning Coach prior to completing the lessons.

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 8, students will:

3. Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.

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

Lessons

1. Cyber Community
2. Cyber Bullying
3. Negative Networking/Gangs Online
4. Cyber Security
5. Acceptable Use
6. Online Relationships
7. Spyware Risks
8. Literacy Review
9. Intellectual Property
10. Learn B4U Burn
11. Personal Safety
12. Online Shopping
13. Play it SAFE Online
14. Web Logs
15. Predator Identification
16. Willing Participant

Unit 3: Study Skills – Unit Summary

In this unit, you will learn various strategies related to time management, organization, and goal setting. These strategies include color coding by subject, utilizing your student planner, and scheduling. Then you will create Venn Diagrams, and you will use these diagrams to compare and contrast information. Finally, you will explore mnemonic techniques to assist with memorization, helpful test-taking tips, and various methods of studying for tests.

Lessons

Organization and Time Management

1. Using Graphic Organizers
2. Memory Aids
3. Study Strategies
4. Test Taking Strategies
5. Goal Setting

Unit 4: Microsoft Word – Unit Summary

In this unit, you will continue to explore the features of Microsoft Word. You will highlight, bold, and italicize text. You will navigate between different Microsoft Office programs and between documents in the same program. You will be introduced to more of the functions in the

Insert, Format, Tools, and Table drop-down menus including learning how to insert comments, images and word art; formatting your document using bullets and numbers, borders and shading, and columns; and learning how to use the thesaurus and the autocorrect options. Finally, you will create and format a table in a Microsoft Word document.

Lessons

1. Distinguish Between Fact and Opinion
2. Expository Writing
3. How to Use a Thesaurus
4. Identify Main Ideas and Summarize
5. Idioms and Analogies (Optional)
6. Narrative Writing
7. Organize Ideas for Writing
8. Persuasive Writing
9. Read Textual, Functional, and Recreational Materials
10. Revise and Edit Writing
11. Revise Writing for Correct Organization
12. Similes and Metaphors

Unit 5: Microsoft Excel – Unit Summary

In this unit, you will create formulas, adjust column width, and enter text into a Microsoft Excel spreadsheet. You will conduct research on the Internet, navigate between different programs, and cut and paste data from an Internet resource into a spreadsheet. You will create borders, resize fonts, and apply conditional formatting. Finally, you will use Microsoft Excel's Chart Wizard feature to create various charts, line graphs, and bar graphs. You will also learn how to modify labels within a chart and resize and reposition a chart on a spreadsheet.

Lessons

1. Common Multiples
2. Consumer Problems
3. Mean, Median, Mode, and Range
4. Perimeter and Area (Optional)
5. Root Words From Science
6. Solve Word Problems
7. Two-Step Word Problems

Unit 6: Microsoft PowerPoint – Unit Summary

In this unit, you will explore a variety of features in Microsoft PowerPoint. You will learn how to select a design template, add new slides, apply various slide layouts, and add animations to your presentation. You will navigate between two programs in order to copy and paste text from Microsoft Word or another word processing software program to a Microsoft PowerPoint slide. By the end of this unit, you will learn how to create and apply transitions between slides in a presentation.

Lessons

1. Describe the Setting, Plot, and Theme
2. Equivalent Fractions
3. Recognize Actions and Motives (Optional)

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