



## Summer Smarts 1 Course Summary

The Summer Smarts course is designed to introduce basic 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: practicing proper placement of the fingers on the keyboard, writing words and short sentences on a computer, using multimedia resources to enhance reading skills, using the World Wide Web, and identifying basic computer terms.

### 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 assessment within the instruction, and the technology activity.
- The assessment within the instruction does not contribute to the student's overall grade for the course.
- Because each lesson has a technology focus as well as an academic focus, the lesson will include a separate summary and goals for each. There will be a single activity or assessment that will incorporate both the technology focus and the academic focus.
- 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: 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. Keyboarding Numbers and Letters
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 2, students will:

1. Use input devices (e.g., mouse, keyboard, remote control) and output devices (e.g., monitor, printer) to successfully operate computers, VCRs, audiotapes, and other technologies.
2. Use a variety of media and technology resources for directed and independent learning activities.
5. Work cooperatively and collaboratively with peers, family members, and others when using technology in the classroom.
10. Gather information and communicate with others using telecommunications, with support from teachers, family members, or student partners.

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

### **Heads-Up**

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 Part One
2. Cyber Community Citizenship Part Two
3. Cyber Security
4. Personal Safety Part One
5. Personal Safety Part Two

### **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. Creating a Proper Work Environment
2. Listening and Following Directions
3. Visualization
4. Organization
5. Online Learning
6. Goal Setting

### **Unit 4: Microsoft Paint – Unit Summary**

#### **Lessons**

1. Ending Consonants F
2. Ending Consonants L
3. Ending Consonants M
4. Ending Consonants P
5. Ending Consonants R
6. High Frequency Words about, if, long, much, which,
7. High Frequency Words after, again, an, any, as, by
8. High Frequency Words her, him, his, how, just, know
9. High Frequency Words take, them, then, were, when,
10. Letters A B C

11. Letters D E F
12. Letters G H I
13. Letters J K L
14. Letters M N O
15. Letters P Q R
16. Letters S T U V
17. Letters W X Y Z
18. Short A Words
19. Short E Words
20. Short I Words
21. Short O Words

### **Unit 5: Microsoft Word – Unit Summary**

#### **Lessons**

1. Answer Questions About Book Characters
2. Correct Spelling Errors
3. Story Problems
4. Time
5. Write Phrases About Book Characters

### **Unit 6 – Unit Summary**

#### **Lessons**

1. Basic Addition Facts to 5
2. Addition Facts to 10
3. Counting by 2s, 5s, and 10s
4. Subtraction Facts to 5

### **Unit 7: Microsoft PowerPoint – Unit Summary**

#### **Lessons**

1. Classify Information
2. Days of the Week
3. Subtraction facts to 10