



## Summer Smarts 4 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: identifying and describing computer occupations, using word processors and spreadsheet programs, using computer network basics, using search engines, using databases, and basic troubleshooting.

### 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: 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 Word – Unit Summary**

#### **Lessons**

1. Answer Factual Questions on Literature
2. Editing Aesop's Fables
3. Equivalent Fractions
4. Folk Tales
5. Identify Words - Math Vocabulary
6. Identify Words from Defining Statement
7. Make Inferences (Optional)
8. Multiplication of Two-Digit Numbers
9. Nouns and Pronouns

10. Points, Lines, Segments, and Rays (Optional)
11. Read and Respond to Poetry
12. Research Computer Jobs
13. Write About Computer Jobs
14. Sentence Completion
15. Solve Money Problems
16. Synonyms

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

#### **Lessons**

1. Adding and Subtracting Whole Numbers
2. Line and Bar Graphs (Optional)
3. Root Words From Science
4. Word Problems

### **Unit 6: Microsoft PowerPoint – Unit Summary**

#### **Lessons**

1. Drawing Conclusions
2. Functional Words - Bank
3. Punctuation Marks