Prerequisite: None

**Length of Course:** Semester Class

# **COURSE DESCRIPTION:**

Through lecture, multimedia and hands-on activities, students will explore the operations of computer hardware and software. Throughout the school year, students will save and track their work using Google Applications and Aspen platform.

Students will gain experience in basic keyboarding skills and computer terminology. Also, students will exercise proper Digital Citizenship throughout the academic school year. In addition, students will explore the evolution of technology and its role in society.

Students will be introduced to numerous programs from Google Suit. They will obtain 21st Century Skills, such as *Learning and Innovation*, *Information*, *Media and Technology Skills* and *Life and Career Skills*.

# **Course Overview:**

- 1. Information Technology
  - Hardware/Software/Applications
- 2. Information Management
  - Workstation- External Hardware
  - Google Navigation Gmail-Google Drive (Cloud)
- 3. Aspen / Google Classroom Navigation
  - Accessing Assignments
  - Downloading -Teacher Resources
  - Uploading Completed Work/Grading
- 4. Keyboarding
- 5. Cyber Security and Citizenship
  - Safety
  - Etiquette
  - Browser Navigation
  - Online Communication
- 6. History of Technology
  - Past Present Future
- 7. MS Office Suite/Google Suite
  - Google Docs
  - Google Sheets
  - Google Slides
  - Google Classroom
  - Google Mail
  - Doc Transition/sharing

# LEARNING STANDARDS ADDRESSED:

# **Common Core Standards:**

#### **CCSS-ELA Grade 6**

- 2. Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
  - d. Use precise language and domain-specific vocabulary to inform about or explain the topic.

**CC.6-8.R.ST.3** Key Ideas and Details: Follow precisely a multistep procedure when carrying out experiments, taking measurements, or performing technical tasks.

**CC.6-8.R.ST.4** Craft and Structure: Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 6–8 texts and topics.

#### **Content Standards:**

### **ISTE 3 Research and Information Fluency**

- 3. Students apply digital tools to gather, evaluate, and use information. Students:
- **3b.** locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.

#### ISTE 5. Digital Citizenship

- **5.** Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- 5a Advocate and practice safe, legal, and responsible use of information and technology.
- **5b** Demonstrate personal responsibility for lifelong learning.

# **ISTE 6 Technology Operations and Concepts**

- 6. Students demonstrate a sound understanding of technology concepts, systems, and operations
- **6b**. Select and use applications effectively and productively.

#### **ITEAA Standards**

#### 2. Core Concepts of Technology

- Systems
- Resources

# 7. The Influence of Technology on History

- Developments driven by demands, values and interests
- Inventions and Innovations
- Social and Cultural Priorities
- Acceptance and use of products and systems

# 12. Use and Maintain Technological Products and Systems

- Use Information to see how things work
- Use Computers and Calculators
- Operate Systems

# 17. Information and Communication Technologies

- Information and Communication Technologies
- Language of Technology
- Communication Systems encode, transmit, and receive information

# **GRADING** – The student's academic grade is based on. The grades are weighted as follows:

Tests, quizzes, & projects	80%
Classwork and homework	20%

Rubrics are provided for assignments, Common Assessments, Tests, Quizzes, in class homework assignments, class participation (collaboration), and attendance.

# ACADEMIC EXPECTATIONS ADDRESSED:

The Cranston Middle School graduate exhibits, across all content areas, proficiency in:

# **Communication Skills**

All students will evidence a comprehension of complex literary and informational texts, appropriate academic vocabulary, and accurate grammar, through the techniques of:

- 1. Informational Writing
- 2. Speaking and Listening

# **Problem Solving and Critical Thinking Skills**

All students will evidence the guiding principles of focus and coherence of these skills through the techniques of:

- 1. Scientific Inquiry
- 2. Technology/Engineering Design

Each of the above referenced expectations are accompanied by a corresponding rubric. These rubrics will be used across content areas by all CPS secondary school teachers and students to measure progress toward achieving proficiency in these Academic Expectations. Students must

display twenty artifacts (twelve communication skills / eight problem solving and critical thinking skills – one from each area) that demonstrates proficiency for graduation.

# BEHAVIOR EXPECTATIONS, ATTENDANCE POLICY, and PLAGIARISM/CHEATING:

Refer to school and district policies. Click Here.