



East Hamilton Middle School Computer Literacy 8th grade Course Syllabus

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Throughout this course, students will focus on the following Tennessee State Standards for Computer Literacy:

- *Use age-appropriate online tools and resources.*
- *Select and use appropriate word processing, spreadsheets, and multimedia applications.*
- *Demonstrate fundamental keyboarding skills.*
- *Advocate, demonstrate and routinely practice safe, legal, and responsible use of information and technology.*

Resources:

The majority of the work done in this class will be on the computer. For keyboarding practice, please encourage your children to utilize the following websites for additional practice at home:

www.powertyping.com www.freetypinggame.net www.typingweb.com

We will continue using www.keyboardingonline.com. Students have their own account and are expected to complete 2 lessons per week. While working at home, please encourage students to complete lessons correctly by not looking at the keyboard. For students who have had this class before, they will be enhancing the skills previously taught. They will develop a deeper understanding of each subject that we cover and their presentations and projects will be much more advanced. They will be required to do advanced assignments.

Course Outline:

- Week 1:** Expectations, Create your own Virtual Locker, Label a QWERTY keyboard
- Week 2:** History of Keyboarding, Home keys, Keyboarding online setup, Nearpod
- Week 3:** Intro to Google Drive, creating and organizing folders, various Google suite apps - Docs, Slides,
- Week 4:** Learning Blade: Intro to Computer Science
- Week 5:** Computer tech terms/history/technology terms/quiz/test
- Week 6:** Microsoft Word/Google Docs/Templates
- Week 7:** Job Resume Webquest
- Week 8:** Learning Blade: Flu Outbreak Mission
- Week 9:** Continue Flu Outbreak Mission
- Week 10:** Internet Safety: Learn the net website
- Week 11:** Digital Media
- Week 12:** Digital Media definitions/quiz/test
- Week 13:** Google Sheets/Excel – formulas, shopping spree
- Week 14:** Google Sites - Create your own website
- Week 15:** Google Sites class presentations
- Week 16:** Google Slides project- slides, transitions, sound, display, animations
- Week 17:** Learning Blade: Hack Attack
- Week 18:** Google Slides project- final presentations