

Using Technology Wisely - Syllabus

2022-2023

This will be a fun, interactive class in which we will use common collaborative and productivity tools to create colorful, professional documents, including research papers, slide shows, surveys, and spreadsheets.. Students will learn to use the free apps available through Google to learn the basics of these applications. This course is intended for students with little or no computer background - or those who wish to expand and fine tune their skills with productivity apps, such as Docs, Sheets, Slides, and Forms. In the context of our projects we will touch on some common pitfalls of living in the digital age. How can we avoid plagiarism? How can we collaborate kindly and efficiently? How can we avoid reading our slideshows instead of presenting them?

Students need to have a reliable laptop with WiFi. Chromebooks are perfectly adequate. It will need to be brought to class daily. Please note that tablets and smartphones are not acceptable alternatives. These must be brought to class each week.

There would be 6 main sections, equally weighted at 16.67%

- I. Google Docs and the Research Paper
 - A. The mechanics
 - B. Fine tuning the mechanics
 - C. Avoiding Plagiarism
 - D. The Research Paper using online material.
- II. Google Slides and Public Speaking
 - A. The mechanics
 - B. Fine tuning the mechanics
 - C. Create a picture book with a slideshow
 - D. Present a speech on the topic of your choice
- III. Google Forms - Surveys and Quizzes
 - A. The Mechanics
 - B. Simple Surveys
 - C. Quizzes
- IV. Google Sheets and keeping a simple budget
 - A. Basic Functions
 - B. Custom Functions
 - C. Formatting the spreadsheet.

- V. Capstone Project - The bucket list trip that would tie all three of these together: (The assignment is to pretend you have a budget of \$10,000 to go anywhere you want in the world and write an article for an esteemed travel magazine. You will only receive the funds if you can convince your editors that your proposal is worthwhile.)
- A. A written proposal
 - B. A slideshow showcasing your chosen itinerary.
 - C. A detailed budget that is linked to the slide show.
 - D. For those whose parents grant them permission within Google create an annotated map that is linked to the slideshow.
- VI. Computers and the Internet