

Course Description:

Introduction to Computers (1 of 1) provides essential background knowledge and practical instruction in the use of computers. Topics include how technology has shaped people and the world, how to be a safe and responsible digital citizen, and how to communicate and collaborate using digital tools. The course targets beginner-level skills in computer troubleshooting, keyboard use, word processing, slideshow software, spreadsheets, and basic internet skills.

Course Objectives:

- Describe how we use technology to learn, work, and communicate.
- Explain why and how to keep information private.
- Describe how changes in technology change our lives.
- Follow rules and stay safe online.
- Explain why and how to respect others' work online.
- Use computers safely and correctly.
- Identify basic technology terms.
- Do basic computer tasks, including file management, mouse functions, typing, and troubleshooting.
- Explain how to find and use online information.
- Select and use a variety of digital sources.
- Share ideas about a problem.
- Research a topic using digital tools.
- Use skills across different digital tools for different purposes.
- Create a word processing document.
- Break a problem into steps in order to solve it.
- Study data to find patterns and categories.
- Explain examples of how technology makes tasks easier.
- Use the design process to create a design.
- Share ideas using more than one format (such as text, images, or audio).
- Work respectfully with others to complete a project using digital tools.

Required Materials:

Required

- paper
- pencil
- presentation software (like Google Slides or Microsoft PowerPoint)
- spreadsheet software (like Google Sheets or Microsoft Excel)
- word processing software (like Google Docs or Microsoft Word)

Optional

- printed Project Rubric: Collaborate with Others to Solve a Problem
- printed Project Rubric: What's Your Favorite Food?

Course Overview:

Unit 01: Technology Today

- *Lesson 01: Find Technology Around You*
 - Activity 01: Instruction: Identify the Purposes of Technology
 - Activity 02: Practice: Identify the Purposes of Technology
 - Activity 03: Instruction: Describe Why Technology Changes
 - Activity 04: Practice: Describe Why Technology Changes
 - Activity 05: Checkpoint: Find Technology around You
- *Lesson 02: How Technology Changes Our World*
 - Activity 01: Warm-Up: Describe Why Technology Changes
 - Activity 02: Instruction: Technology in Workplaces
 - Activity 03: Practice: Technology in Workplaces
 - Activity 04: Instruction: How Technology Changes Habits
 - Activity 05: Practice: How Technology Changes Habits
 - Activity 06: Checkpoint: How Technology Changes Our World
- *Lesson 03: Be Safe with Computers*
 - Activity 01: Warm-Up: How Technology Changes Habits
 - Activity 02: Instruction: Keep Passwords Private
 - Activity 03: Practice: Keep Passwords Private
 - Activity 04: Instruction: Use Computers Safely and Politely
 - Activity 05: Practice: Use Computers Safely and Politely
 - Activity 06: Checkpoint: Be Safe with Computers

Unit 02: Your Digital Self

- *Lesson 04: Be Safe Online*
 - Activity 01: Warm-Up: Be Safe with Computers
 - Activity 02: Instruction: Explain Your Digital Footprint
 - Activity 03: Practice: Explain Your Digital Footprint
 - Activity 04: Instruction: Explain Safe and Unsafe Web Pages
 - Activity 05: Practice: Explain Safe and Unsafe Web Pages

- Activity 06: Checkpoint: Be Safe Online
- *Lesson 05: Be Kind Online*
 - Activity 01: Warm-Up: Explain Safe and Unsafe Web Pages
 - Activity 02: Instruction: Describe Cyberbullying
 - Activity 03: Practice: Describe Cyberbullying
 - Activity 04: Instruction: Rules for Working Together Online
 - Activity 05: Practice: Rules for Working Together Online
 - Activity 06: Checkpoint: Be Kind Online
- *Lesson 06: Share Information Respectfully*
 - Activity 01: Warm-Up: Rules for Working Together Online
 - Activity 02: Instruction: Identify Work That Belongs to Others
 - Activity 03: Practice: Identify Work That Belongs to Others
 - Activity 04: Instruction: Share Work Correctly
 - Activity 05: Practice: Share Work Correctly
 - Activity 06: Checkpoint: Share Information Respectfully

Unit 03: Smart Learner

- *Lesson 07: Show Typing Skills*
 - Activity 01: Warm-Up: Share Work Correctly
 - Activity 02: Instruction: Show Typing Form
 - Activity 03: Practice: Show Typing Form
 - Activity 04: Instruction: Type Correctly
 - Activity 05: Practice: Type Correctly
 - Activity 06: Checkpoint: Show Typing Skills
- *Lesson 08: Show Computer Skills*
 - Activity 01: Warm-Up: Type Correctly
 - Activity 02: Instruction: Use Computers Correctly
 - Activity 03: Practice: Use Computers Correctly
 - Activity 04: Instruction: Use Computer Applications Correctly
 - Activity 05: Practice: Use Computer Applications Correctly
 - Activity 06: Instruction: Fix Computer Problems

- Activity 07: Practice: Fix Computer Problems
- Activity 08: Checkpoint: Show Computer Skills
- *Lesson 09: Show Internet Skills*
 - Activity 01: Warm-Up: Fix Computer Problems
 - Activity 02: Instruction: Use the Internet Correctly
 - Activity 03: Practice: Use the Internet Correctly
 - Activity 04: Instruction: Research on the Internet
 - Activity 05: Practice: Research on the Internet
 - Activity 06: Checkpoint: Show Internet Skills
 - Activity 07: Project: What's Your Favorite Food?- Look It Up
 - Activity 08: Project: What's Your Favorite Food?- Type It Out
 - Activity 09: Project: What's Your Favorite Food?- Submission

Unit 04: Smart Builder

- *Lesson 10: Look Closely at Information*
 - Activity 01: Warm-Up: Research on the Internet
 - Activity 02: Instruction: Review Information
 - Activity 03: Practice: Review Information
 - Activity 04: Instruction: Organize Information
 - Activity 05: Practice: Organize Information
 - Activity 06: Checkpoint: Look Closely at Information
- *Lesson 11: Research to Solve a Problem*
 - Activity 01: Warm-Up: Organize Information
 - Activity 02: Instruction: Research a Problem
 - Activity 03: Practice: Research a Problem
 - Activity 04: Instruction: Solve a Problem
 - Activity 05: Practice: Solve a Problem
 - Activity 06: Checkpoint: Research to Solve a Problem
- *Lesson 12: Create a Story with Pictures*
 - Activity 01: Warm-Up: Solve a Problem
 - Activity 02: Instruction: Write a Story

- Activity 03: Practice: Write a Story
- Activity 04: Instruction: Add Visuals
- Activity 05: Practice: Add Visuals
- Activity 06: Checkpoint: Create a Story with Pictures

Unit 05: Exciting Design

- *Lesson 13: Select the Right Tool*
 - Activity 01: Warm-Up: Add Visuals
 - Activity 02: Instruction: Identify Digital Tools
 - Activity 03: Practice: Identify Digital Tools
 - Activity 04: Instruction: Use Digital Tools to Solve a Problem
 - Activity 05: Practice: Use Digital Tools to Solve a Problem
 - Activity 06: Checkpoint: Select the Right Tool
- *Lesson 14: Use a Spreadsheet*
 - Activity 01: Warm-Up: Use Digital Tools to Solve a Problem
 - Activity 02: Instruction: Look at Data
 - Activity 03: Practice: Look at Data
 - Activity 04: Instruction: Solve Problems Using a Spreadsheet
 - Activity 05: Practice: Solve Problems Using a Spreadsheet
 - Activity 06: Checkpoint: Use a Spreadsheet
- *Lesson 15: Use the Step-By-Step Design Process*
 - Activity 01: Warm-Up: Solve Problems Using a Spreadsheet
 - Activity 02: Instruction: Learn the Design Process
 - Activity 03: Practice: Learn the Design Process
 - Activity 04: Instruction: Solving with the Design Process
 - Activity 05: Practice: Solving with the Design Process
 - Activity 06: Checkpoint: Use the Design Process

Unit 06: Work Together

- *Lesson 16: Create a Multimedia presentation*
 - Activity 01: Warm-Up: Solving with the Design Process
 - Activity 02: Instruction: Use Technology to Present

- Activity 03: Practice: Use Technology to Present
- Activity 04: Instruction: Create a Presentation
- Activity 05: Practice: Create a Presentation
- Activity 06: Checkpoint: Create a Multimedia Presentation
- Activity 07: Project: Solve a Problem - Brainstorm Ideas
- *Lesson 17: Collaborate to Create*
 - Activity 01: Warm-Up: Create a Presentation
 - Activity 02: Instruction: Use Technology to Work with Others
 - Activity 03: Practice: Use Technology to Work with Others
 - Activity 04: Instruction: Follow Rules When Working Together
 - Activity 05: Practice: Follow Rules When Working Together
 - Activity 06: Checkpoint: Collaborate to Create
 - Activity 07: Project: Solve a Problem - Share Your Ideas
- *Lesson 18: Solve a Problem*
 - Activity 01: Warm-Up: Follow Rules When Working Together
 - Activity 02: Instruction: Communicating Online
 - Activity 03: Practice: Communicating Online
 - Activity 04: Instruction: Solve a Problem with Others
 - Activity 05: Practice: Solve a Problem with Others
 - Activity 06: Checkpoint: Solve a Problem
 - Activity 07: Project: Solve a Problem - Present Your Ideas
 - Activity 08: Project: Solve a Problem - Submission