

# Foundations of Technology CTE10004 – Semester 1 – Course Syllabus

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## Course Overview

Welcome to class and thank you for signing up for this online course. In this course you will learn to identify the general use of technology, explore your OS software, and use applications for practical purposes. Utilizing that knowledge, this course will cover topics such as, but not be limited to your SD K12 Google account, Internet browsers, computer basics, word processing, draw, spreadsheets, and presentations. This course will expand your skills, knowledge and confidence in software platforms and applications (e.g. PC, Mac, Google Apps, etc.) It's going to be fun!

## Course Grading

Course Assignments / Projects – 90%

Course Assessments – 10%

## Course Outline

<p>Unit 1 – Getting Started</p> <ul style="list-style-type: none"> <li>● 1.1 Introduce Yourself with ToonDoo</li> <li>● 1.2 Screenshots</li> <li>● 1.3 Installing Google Chrome</li> <li>● 1.4 SD K12 Accounts</li> <li>● 1.5 Using SD K12 Accounts</li> <li>● 1.6 Google Drive – Shared Documents</li> </ul> <p>Unit 2 – Internet Browsers</p> <ul style="list-style-type: none"> <li>● 2.1 Internet Browsers – Let's take a look!</li> <li>● 2.2 Google Chrome             <ul style="list-style-type: none"> <li>○ 2.2.1 Getting Started in Chrome</li> <li>○ 2.2.2 Browsing in Chrome</li> <li>○ 2.2.3 Customizing Chrome</li> <li>○ 2.2.4 Bookmarking in Chrome</li> <li>○ 2.2.5 Privacy and Security in Chrome</li> </ul> </li> <li>● 2.3 Tell it with a Toon</li> </ul> <p>Unit 3 – Computer Basics</p> <ul style="list-style-type: none"> <li>● 3.1 Computer Basics</li> <li>● 3.2 Operating Systems</li> <li>● 3.3 What is the cloud?</li> <li>● 3.4 Privacy and Security</li> </ul> <p>Unit 4 – Word Processing</p> <ul style="list-style-type: none"> <li>● 4.1 What is a word processor?</li> <li>● 4.2 Word Processing Basics             <ul style="list-style-type: none"> <li>○ 4.2.1 Text Alignment</li> <li>○ 4.2.2. Cut, Copy, Paste</li> <li>○ 4.2.3 Fun with Fonts</li> <li>○ 4.2.4 Margins and Line Spacing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ 4.2.5 Spelling Checker</li> <li>○ 4.2.6 Bulleted and Numbered Lists</li> <li>○ 4.2.7 Using Tables with Images</li> </ul> <ul style="list-style-type: none"> <li>● 4.3 Formatting Letters             <ul style="list-style-type: none"> <li>○ 4.3.1 Business Letter/Friendly Letter</li> <li>○ 4.3.2 Formatting Letters</li> </ul> </li> <li>● 4.4 Google Add-ons: Thesaurus Pro</li> <li>● 4.5 Using the Thesaurus</li> </ul> <p>Unit 5 – Google Drawing</p> <ul style="list-style-type: none"> <li>● 5.1 Google Drawing Basics</li> <li>● 5.2 Share Files and Folders</li> <li>● 5.3 Google Drawing Linear Timeline</li> <li>● 5.4 Insert Images and Drawing</li> </ul> <p>Unit 6 – Spreadsheets</p> <ul style="list-style-type: none"> <li>● 6.1 Introduction to Spreadsheets</li> <li>● 6.2 Google Sheets Interface</li> <li>● 6.3 Modify Columns, Rows &amp; Cells</li> <li>● 6.4 Formatting Cells</li> <li>● 6.5 Multiple Sheets</li> <li>● 6.6 Intro to Formulas</li> <li>● 6.7 Functions</li> <li>● 6.8 Spreadsheet Challenge</li> <li>● 6.9 Spreadsheet Challenge</li> </ul> <p>Unit 7 – Presentations</p> <ul style="list-style-type: none"> <li>● 7.1 Getting Started with Google Slides</li> <li>● 7.2 Google Slides Basics</li> <li>● 7.3 Mount Rushmore Presentation</li> <li>● 7.4 Explore in Google Sheets</li> <li>● 7.5 My Presentation             <ul style="list-style-type: none"> <li>○ Advanced Image Search - Free to Use</li> </ul> </li> </ul>
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# Foundations of Technology CTE10004 – Semester 2 – Course Syllabus

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## Course Overview

In this course you will utilize and build on the content and skills from Foundations of Technology - Semester 1. You will explore the concept of Digital Citizenship, including your digital footprint, netiquette, cyberbullying, the basics of privacy and security on the web and exploring search engines; types, extensions and efficient search techniques. You will extend your essential skills using the fundamental applications of word processing, spreadsheets, presentations and be introduced to database fundamentals. This course is meant to give you the skills essential to becoming a literate user of technology that will apply to whatever goals and aspirations your future may hold.

## Course Grading

Course Assignments / Projects – 90%  
Course Assessments – 10%

## Course Outline

<p>Unit 8 – Digital Citizenship</p> <ul style="list-style-type: none"><li>● 8.1 Why Digital / Technical Literacy</li><li>● 8.2 Digital Footprint<ul style="list-style-type: none"><li>○ 8.2.1 Time Online</li><li>○ 8.2.2 Introducing your Digital Footprint</li><li>○ 8.2.3 Take back control of your online identity</li></ul></li><li>● 8.3 Netiquette</li><li>● 8.4 Cyberbullying</li><li>● 8.5 Strong Passwords</li><li>● 8.6 Reliable Resources (Domains)</li></ul> <p>Unit 9 - Computer Skills</p> <ul style="list-style-type: none"><li>● 9.1 File Management</li><li>● 9.2 Computer Memory</li><li>● 9.3 Ports and Connectors</li><li>● 9.4 Operating System Skills</li><li>● 9.5 Malware, Updates &amp; Antivirus Software</li></ul> <p>Unit 10 - Searching the Net</p> <ul style="list-style-type: none"><li>● 10.1 All About Online Search<ul style="list-style-type: none"><li>○ Define Search Engine</li><li>○ Different Search Engines</li><li>○ Types: Web Crawlers, Human Directories...</li><li>○ Domain Extensions</li><li>○ Search Techniques<ul style="list-style-type: none"><li>■ Keyword vs Phrases</li><li>■ Quotes</li><li>■ Boolean Operators / Exclusions</li></ul></li><li>○ Insert images</li></ul></li><li>● 10.2 Internet Search Practice</li><li>● 10.3 Google Fun</li></ul>	<p>Unit 11 - Text Documents implementing WP Skills</p> <ul style="list-style-type: none"><li>● 11.1 Creating Letterheads w/Header<ul style="list-style-type: none"><li>○ Headers / Footers</li><li>○ Tabs</li><li>○ Images: Insert, Format, Borders</li></ul></li><li>● 11.2 Newsletter<ul style="list-style-type: none"><li>○ Insert date, time</li><li>○ Paragraph shading</li><li>○ Tables:<ul style="list-style-type: none"><li>■ Create / Modify</li><li>■ Format</li><li>■ Calculations</li></ul></li><li>○ Text styles, fonts, size, colors</li><li>○ Page breaks</li></ul></li><li>● 11.3 Implement Newsletter Independently</li><li>● 11.4 Formatting Outlines</li><li>● 11.5 Spelling Checker</li><li>● 11.6 Putting it all together</li></ul> <p>Unit 12 - Spreadsheet Fundamentals</p> <ul style="list-style-type: none"><li>● 12.1 Google Sheets<ul style="list-style-type: none"><li>○ Review: Edit, Format, Formula</li><li>○ Sorting and Filtering Data</li></ul></li><li>● 12.2 Charts<ul style="list-style-type: none"><li>○ Types</li><li>○ Formatting (Titles, Legend...)</li><li>○ Insert chart to WP doc</li><li>○ Live link - live updates</li></ul></li><li>● 12.3 Sheets &amp; Charts Practice<ul style="list-style-type: none"><li>○ Pie Chart</li></ul></li></ul> <p>Unit 13 - Database Fundamentals</p> <ul style="list-style-type: none"><li>● 13.1 Intro to Databases</li><li>● 13.2 Tables</li><li>● 13.3 Sort, Queries, Filters</li><li>● 13.4 Reports</li></ul>
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Unit 14 - Final Project - 5 Paragraph Essay & Presentation

- 14.1 Citation Machine
- 14.2 FP Essay - Part 1
  - Declare topic
  - Conduct Search
  - Submit URLs & Citations
- 14.3 FP Essay - Part 2
  - Outline
- 14.4 FP Essay Part 3
  - Essay
- 14.5 FP Presentation

Unit 15 - Extras

- Forms > SS > Merge to Email