Course Introduction

This course is designed to introduce students to fundamental computer skills that are used in today's academic and professional environments. Through this course, students will expand their knowledge of computers and have opportunities to develop their research, presentation, and writing skills, equipping them with knowledge and skills necessary to function proficiently in a technologically rich society.

Course Description

This is a required, semester-long foundational course that helps students develop specific skills needed for the use of computers and technology in the classroom and its integration into various disciplines. It provides a comprehensive understanding of computer access as a student at Oaks Christian School, giving an overview of the operations of PC and Mac computers and various technologies associated with their use. Additionally, this course introduces tools for Internet safety, research, reporting, and presentations. Students learn features of Microsoft Office such as Word, Excel, PowerPoint, and alternate presentation tools. They also learn fundamentals of photo/video processing and editing for use in multimedia presentation. Finally, students develop a set of technological strategies and problem-solving skills necessary for academic success.

This is a 1 semester course consisting of 7 units. Upon successful completion students will receive 0.5 credit towards high school graduation.

Course Overview

- Technology at Oaks Christian School
- Hardware and Operating System
- Internet
- Microsoft Word
- Spreadsheets
- Digital Media
- Presentations

Required Course Materials

Please access the list of course materials from the OC Online book ordering system and order your materials as soon as possible. Oftentimes, course materials are on back order and you may experience a delay in receiving them, causing students to fall behind in their online coursework. When ordering used or rented materials, be careful that online access codes are also current.

31749 LA TIENDA DR.
WESTLAKE VILLAGE, CA 91362
ONLINE@OAKSCHRISTIAN.ORG

PHONE: 818.575.9299
EFAX: 818.302.2425
WWW.OAKSCHRISTIANONLINE.ORG

Methods of Instruction

Throughout the course, students will encounter a variety of teaching strategies to achieve objectives. Each unit will include direct instruction, requiring students to read material or watch an instructional video about the topic being discussed. Supplemental material will be provided for students needing further understanding or advanced application. Students will be given opportunities to demonstrate their learning through a variety of assessments:

- Tests
- Discussion Boards
- Essays
- Practice Assignments
- Projects and Presentations
- Synchronous Sessions

Methods of Evaluation

Throughout the course, students will complete a variety of assignments to demonstrate proficiency for each of the course objectives:

- Multiple choice and matching tests
- Fill in the blank tests
- Screenshots providing evidence of technology use
- Discussion Boards
- Short essays
- Document and file creation, applying word processing, spreadsheet and presentation tools
- Web application assignments
- Photo and Video projects
- A Final Capstone Project
- A Final Oral Presentation

Students will demonstrate mastery through the following formative and summative assessments:

- 70%   Assignments
- 10%   Participation (Discussion Posts, synchronous sessions)
- 20%   Quizzes

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