SYLLABUS
Fisher Middle School
Google Apps

Course Overview

This computer enrichment program is designed to provide the student with the fundamental skills required to properly use Google Applications in the middle school setting. While using the touch method, and exploring computer programs, the students will gain the skills necessary to become competent and efficient users of the computer.

Course Title: An Introduction to Google Applications
Email: mdisimone@ewingboe.org
Web Site: www.ewing.k12.nj.us

Mrs. M DiSimone Room A-1
Voice mail: 609.538.9800 (x8237)

Course Content/Timeline
This enrichment course will meet every other day for one semester.

Students will:
- Practice /reinforce touch keyboarding skills.
- Be introduced to basic Google docs.
- Be introduced to basic Google sheets.
- Be introduced to basic Google slides and presentation skills.
- Be introduced to basic Google forms.
- Be introduced to basic Internet search skills.
- Be introduced to Google classroom.
- Explore Cyber-bullying Netiquette and Internet safety.

Grading Procedures

15%	Technique
15%	Timed Writings
60%	Class Projects/Tests
10%	Class Participation

Instructional Tools and Methods

- Computer programs/Internet
- Demonstration
- Discussion
- Worksheets/handouts
- Cooperative learning
- Teacher assistance
- Projects/work jobs
- Timed Writing

Make-up work is the responsibility of the STUDENT. If students are absent they need to make arrangements to use the media center computers to complete missed work. Students are encouraged to visit our Google classroom page when absent.

It is strongly recommended that students practice daily outside of class by reviewing the lesson introduced during class.