



## Course

Computer Applications

*This course will introduce students to a variety of computer applications that will be beneficial as they enter or progress through secondary classes. They will cover a variety of programs through Google, including Google Drive & Classroom, Docs, Slides and Sheets. They will also continue to practice keyboarding and typing skills\*. In addition, students will learn computer basics, internet basics, internet safety and how to handle or avoid cyberbullying, better understand email, digital animations, infographics, research and copyright etiquette. They will be given many tech savvy tips and tricks.*

Recommended Grade Level: 7th - 12th grade

Prerequisites: Basic typing skills recommended but not required\*

*Keyboarding I is taught in the second semester of 6<sup>th</sup> grade at the Tutorial. For those who took 6<sup>th</sup> grade at the Tutorial, please keep practicing your hand placement and proper typing skills over the summer. For those new to the Tutorial in 7<sup>th</sup> grade, please begin practicing with online typing tests. A good goal would be 30 W.P.M*

## Required Curriculum

FHST will provide the course curriculum for the digital learning environment provided in this class.

Prior to this class, students must create a Google account and must have their own email address. If they do not already have an email, we recommend a gmail account. And, we recommend that they create an email with an identifiable name for the tutor and class to recognize (i.e. iplaysportz is not an easily identifiable address for a boy named John Smith, but smithj7 is, etc). If they already have their own email from yahoo or the like, that is fine, you do not have to create a new one.

## General Supplies

Personal laptop with internet access (Chromebooks acceptable)

Laptop must be fully charged each session (recommend bringing charger to class as backup)

Pencils

Notebook and paper

Earbuds

## Instructor

Ms. Anna Tramel

Please contact [annatramel.fhst@gmail.com](mailto:annatramel.fhst@gmail.com) if you have any questions