

Computer Programs and Apps Syllabus

Instructor	Waylon Heavin
Course Overview	This course will prepare students to use the Google suite of programs and apps
Phone	405-933-7697 I would rather communicate through our class Google Classroom or school email below
Email	School Google account, school-issued chromebook or mac wheavin@verdenschools.org
Required	
Office Location	Applied Digital Skills accounts (free) on Grow with Google Ed; possible Office HS, CPU Room
Office Hours	See above
Course Materials	
Course Schedule	

Units	Subject	Projects
Google Drawings	Design & Implement on Drawings	Design a Poster; Mindmap; Timeline; Visual Mnemonics; Meme Drawing; Pop Art; Badge; Scrapbook;
Google Slides	Design & Implement on Slides	AI Virtual Dictionary/Translation; Presentations; Workspace 1,2,3; Flash Cards; Animation;
Google Sheets	Design & Implement on Sheets	Sea Battle Game; Pixel Art; Schedule; Workspace 1,2,3; Word Game; Crossword;
Google Docs	Design & Implement on Docs	Workspace 1,2; Annotated Playlist; Notes in a Table; Collaborative Study Guide; Emoji Story;
Google Forms	Design & Implement on Forms	Guessing Game; Surveys; Polls

Homework Policy

Projects need to be done at the end of each week. Partial credit for up to 3 days late. Day for a Day for absences.

Exam Schedule

Test	Subject
Semester 1	Cumulative Project Implementation
Semester 2	Cumulative Project Implementation