

# Computer Programs and Apps Syllabus

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## 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

wheavin@verdenschools.org

## Required

School Google account, school-issued chromebook or mac

Applied Digital Skills accounts (free) on Grow with Google Ed; possible Office

## Office Location

HS, CPU Room

## Course Materials

See above

## Office Hours

2<sup>nd</sup> hour (8:55-9:45)

## 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

### Exam Schedule

Test	Subject	
Semester 1	Cumulative Project Implementation	15% of semester grade
Semester 2	Cumulative Project Implementation	15% of semester grade

### 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.