

Wilson Area School District Planned Course Guide

Title of planned course: Introduction to Computers/PowerPoint

Subject Area: Computer Arts

Grade Level: 6

Course Description: Students will gain an understanding of computer components and peripherals. Students will understand basic on-line research techniques and be able to use the internet safely. Students will also be able to create and edit a PowerPoint presentation.

Time/Credit for this Course: 6 weeks

Curriculum Writing Committee: Ken Murray and Peter Lucot

Curriculum Map

- Week 1: Introduction to computer, peripherals, and basic maintenance
- Week 2: Internet safety and basics of research
- Week 3: PowerPoint (Creating, editing, and formatting slide show)
- Week 4: PowerPoint (graphics, sound, merging, and reordering slides)
- Week 5: PowerPoint (putting it all together for a presentation)
- Week 6: PowerPoint (presentations)

Curriculum Scope & Sequence

Planned Course: Introduction to Computers/PowerPoint (Grade 6)

Unit: Computer Component and Peripheral Identification

Time frame: 3-4 classes

State Standards 3.7.7.C

Anchor(s) or adopted anchor: Describe the function of advanced input and output devices and demonstrate their use

Essential content/objectives: At end of the unit, students will be able to: Identify and discuss the purpose of computer components and peripherals – know basic computer maintenance

Core Activities: Students will complete/participate in the following:

1. Computer parts presentation (slideshow with worksheets)
2. Demonstration of peripherals (scanner, projector, etc.)

Extensions:

Learn about antivirus and malware prevention (pop up blockers, etc.)
Present findings to the class

Remediation: Students work in small groups reviewing vocabulary worksheets and activities worksheets

Instructional Methods: Direct instruction – show and tell

Materials & Resources: Available real components, visual/video inside a computer worksheet for identification

Assessments:

Teacher observation
Worksheet scores

Students will know:

- Computer parts (external – keyboard, mouse, case, etc.)
- Computer components (internal – memory, cpu, cmos, bios, etc.)
- Computer peripherals (add ons – printers, memory sticks, webcams_
- General routine maintenance of computers (physical)
- General recommended maintenance procedures (scandisk, defragmentation, the recycle bin, etc.)

Curriculum Scope & Sequence

Planned Course: Introduction to Information Literacy (Grade 6)

Unit: Internet Safety and Research Basics

Time frame: 4-6 classes

State Standards 3.7.7.E

Anchor(s) or adopted anchor: Use online searches to answer age-appropriate questions, Apply basic online research techniques to solve a specific problem, parts of the WWW, use search engines, intro to email, basic research

Essential content/objectives: At end of the unit, students will be able to:

- Parts of the WWW (http:, https: ftp, etc.)
- Domain names identification (.com, .org, .net, etc.)
- Potentially dangerous websites
- Web browsers
- Search Engines
- Information organization – (taking online notes, creating data tables)
- The basic of email
 - Email clients
 - Email options
- Understand and apply rules of appropriate online behavior
- Describe what cyber bullying is and how to respond to cyber bullying incidents.

Core Activities: Students will complete/participate in the following:

- Worksheet for parts of the world wide web
- Demonstrate proper email, chat and social networking etiquette
- Locate and use/compare search engines
- Gather specified information from the internet
- Identify and respond to cyber bullying

Extensions: Students research a teacher-designated topic

Remediation: Students work in small groups reviewing worksheets and vocabulary lists

Instructional Methods: Direct instruction/ activation of prior knowledge, demonstration

Materials & Resources: Vocabulary and activity worksheets

Assessments:

Direct observation, worksheet/completion scores

Curriculum Scope & Sequence

Planned Course: PowerPoint (Grade 6)

Unit: PowerPoint

Time frame: 18 classes

State Standards 3.7.7.C, 3.7.7.D

Anchor(s) or adopted anchor:

- Identify software designed to meet specific needs (presentation)
- Know specialized computer applications used in the community
- Apply basic online research techniques to solve a specific problem

Essential content/objectives: At end of the unit, students will be able to:

- Select the appropriate method to begin a slideshow (blank or template)
- Add text, edit text, rotate/flip objects/delete text
- Select and use bullet points, edit bullet points
- Add graphics (clip art) edit graphics (clip art) auto shapes and from other sources
- Create custom animations – screen builds with sound and effects
- Add a narration (sound from microphone)
- Create a basic still frame animation (cell animation)
- Apply transitions to slides
- Understand the view modes
- Copy/merge slides from several slideshows
- Use formatting for screen and/or printing – align text, layer manipulation
- Insert objects – edit objects (photos, charts, etc.)
- Identify parts of the PowerPoint program display
- Add text effects (word art)
- Understand work modes (on slide vs. outline)
- Re-ordering slides
- Color schemes
- Action buttons (access other resources) (move within)

Core Activities: Students will complete/participate in the following:

- Experience new vocabulary through worksheets and samples
- Create example slides and methods
- Demonstrate mastery via culminating project

Extensions: Students will use PowerPoint to make a presentation to the class/school or community

Remediation: Students will review vocabulary and activity worksheets individually or in small groups

Instructional Methods: Demonstration, direct instruction, activation of prior knowledge, large and small group discussion

Materials & Resources: PowerPoint – vocabulary worksheets, activity worksheets

Assessments:

Criteria Rubric

Direct Observation

Worksheet/Completion Scores

Suggested Day-By-Day Guide

1. Opening Class – Learning to long on, classroom expectations
2. Computer Component and Peripheral Identification – How a computer works
3. Computer Component and Peripheral Identification – Identifying computer components
4. Computer Component and Peripheral Identification – External multimedia devices
5. Computer Component and Peripheral Identification – Proper care and handling of devices
6. Internet Safety and Research Basics – What is the WWW, historical and current state of the internet
7. Internet Safety and Research Basics – The basics of Email and online collaboration and safety (including cyber bullying)
8. Internet Safety and Research Basics – Domain names identification/ secure vs. open websites
9. Internet Safety and Research Basics – Efficient use of Web browsers and search engines
10. Internet Safety and Research Basics – Taking online notes, citing resources
11. Internet Safety and Research Basics – Information organization – Creating data tables
12. PowerPoint – PowerPoint vocabulary and menu guide
13. PowerPoint – Creating a slideshow using a template
14. PowerPoint – Adding text, editing controls, formatting commands, fonts
15. PowerPoint – Bullets, symbols, introducing custom animation effects
16. PowerPoint – Auto shapes, action buttons, clipart, Word art
17. PowerPoint – Adding graphics, editing graphics, importing graphics – Graphic types and associated programs
18. PowerPoint – Cell animations and transitions
19. PowerPoint – Sound effects, recording narrations, using microphones, importing audio
20. PowerPoint – The master slide, re-ordering slides, merging and combining slideshows
21. PowerPoint – Planning a PowerPoint Presentation – Identifying what is needed in the presentation
22. PowerPoint – Creating a PowerPoint Presentation – Setting up the notes and bibliography slides – begin researching a specific topic
23. PowerPoint – Continue researching and developing notes, gathering resources, etc.
24. PowerPoint – Continue developing the presentation – Complete project storyboard due
25. PowerPoint – Review effects
26. PowerPoint – Review presentation modes for notes view, outline view, web page, etc.
27. PowerPoint – Rehearsing the presentation
28. PowerPoint – Peer Evaluation – Students present completed project to the class
29. Course Wrap-Up – Course review and exploration of software library