Teacher – Dani Allen

Grade Level – Intermediate 4th grade

Course – Computers

Course Aims – Students will be introduced to the basic computer operations and concepts; digital citizenship; using technological tools that promote creativity and innovation; use technology to communicate and collaborate; use technology as a research tool; and finally, use technology for critical thinking, problem solving, and decision making.

Course Description – In computers, we will be focusing on the Microsoft products: Word, PowerPoint, and Excel. We will also focus our time on keyboarding and what it means to have digital netiquette. This will be accomplished through projects that will extend 4-5 weeks in length as well as taking lessons on cyber safety and keyboard instruction.

Applications

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

Type to Learn

Various Internet Websites

Assessment

Projects will vary in point value. Students will receive a 20 point daily participation grade in addition to project grades.

North Mac Intermediate School

Curriculum Guide

QUARTER: ___First___   COURSE: ___Computers___

Content	Assessment	Standard	Essential Questions
Internet website: Growing.course.com	Handout labeling computer parts	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4,5,6) Strand 2: Digital Citizenship (1,2)	1. What are the main components of a computer system? 2. Which devices are input and which devices are output?
Project "20 Questions" in MS Word	Completion of "20 Questions" worth 40 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4,5,6) Strand 2: Digital Citizenship (1,2,3,4)	1. How do you format text in MS Word?
Project "Creative Clipart" in MS Word	Completion of "Creative Clipart" worth 37 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4) Strand 2: Digital Citizenship (1,2) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2)	1. How do you insert clipart into a MS Word document? 2. How do you format the text and clipart in the MS Word document? 3. How do you change the margins in a MS Word document?

QUARTER: Second   COURSE: Computers

Content	Assessment	Standard	Essential Questions
Project "Harry the Hamster" in MS Excel	Completion of "Harry the Hamster" worth 26 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4) Strand 2: Digital Citizenship (1,2) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2)	1. How do you use cell locations in a MS Excel file?
Project "Word Search" in MS Excel	Completion of "Word Search" worth 20 points	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4) Strand 2: Digital Citizenship (1,2) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3)	1. How do you use borders in MS Excel? 2. How do you use the highlighting function in MS Excel? 3. How can you create 2 documents from 1?

North Mac Intermediate School
Curriculum Guide

QUARTER: ___Third___   COURSE: ___Computers___

Content	Assessment	Standard	Essential Questions
Project "All About Me" in MS PowerPoint	Completion of "All About Me" worth 60 points	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4) Strand 2: Digital Citizenship (1,2) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3)	1. How do you jump to websites from a MS Word document? 2. How do you create and format a MS PowerPoint with animations and transitions?
Glencoe Typing Lessons	Lessons on Internet website	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4) Strand 2: Digital Citizenship (1,2) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3)	1. What are the home keys? 2. How do your fingers move across the keyboard but stay in the home row position?

North Mac Intermediate School

Curriculum Guide

QUARTER: ___Fourth___   COURSE: ___Computers___

Content	Assessment	Standard	Essential Questions
Project "Mapquest" in MS Word	Completion of "Mapquest" worth 31 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4,7) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2) Technology Research Tools (1) Technological critical thinking, problem solving, and decision making (1,3)	1. How do you use an Internet site to find directions around the U.S.?
Project "President Biography" in MS Word	Completion of "President Biography" worth 61 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3, 4,7) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3) Technology Research Tools (1) Technological critical thinking, problem solving, and decision making (1,3)	1. How do you insert and format a text box into a MS Word document? 2. How do you format and bullet text?