

North Mac Intermediate School
Curriculum Guide

Teacher – Dani Allen

Grade Level – Intermediate 3rd 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.

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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)	<ol style="list-style-type: none"> 1. What are the main components of a computer system? 2. Which devices are input and which devices are output?
Project "Alphabet Clipart" in MS Word	Completion of "Alphabet Clipart" worth 52 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2)	<ol style="list-style-type: none"> 1. How do you add clipart to a MS Word document? 2. How is saving different from the first time to the second time? 3. How do you open a document that you have saved?
Project "Alpha Cards" in MS Word	Completion of "Alpha Cards" worth 28 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)	<ol style="list-style-type: none"> 1. How do you alphabetize a list that you have created in a MS Word document?

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QUARTER: First

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Content	Assessment	Standard	Essential Questions
Project "Autobiography Poem" in MS Word	Completion of "Autobiography Poem" worth 40 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)	<ol style="list-style-type: none"> 1. How do you insert a picture into a document? 2. How do you insert a border into a document? 3. How do you change the alignment on a document?

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QUARTER: Second

COURSE: Computers

Content	Assessment	Standard	Essential Questions
<p>Project "Toy Survey" in MS Excel</p> <p>Brainpop video on digital etiquette</p> <p>Project "All About Me" in MS PowerPoint</p>	<p>Completion of "Toy Survey" worth 20 points</p> <p>Informal discussion about cyberbullying and netiquette. Take quiz together on Promethian Board.</p> <p>Completion of "All About Me" in MS PowerPoint worth 38 points</p>	<p>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)</p> <p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3)</p>	<ol style="list-style-type: none"> 1. How do you format a cell in Excel? 2. How do you create a graph in Excel? 1. What does it mean to have digital netiquette? 2. What is cyber bullying? 1. How do you create a PowerPoint presentation? 2. How do you create transitions within a PP presentation? 3. How do you create animations within a PP presentation? 4. How do you insert pictures into a PP presentation?

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QUARTER: Third

COURSE: Computers

Content	Assessment	Standard	Essential Questions
<p>Project "Google Earth" in MS PowerPoint</p>	<p>Completion of "Google Earth" worth 20 points</p>	<p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,5)</p>	<ol style="list-style-type: none"> 1. How do you use Google Earth? 2. How do you use Print Screen on your keyboard? 3. How do you paste into PowerPoint and format your image?
<p>Project "Computer Calculator" using the Computer Calculator and MS Word</p>	<p>Completion of "Computer Calculator" worth 20 pts</p>	<p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 5: Tech Research Tools (1)</p>	<ol style="list-style-type: none"> 1. How do you use a computer calculator?
<p>Project "Picture Editing" in MS Word</p>	<p>Completion of "Picture Editing" in MS Word worth 20 points</p>	<p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,5)</p>	<ol style="list-style-type: none"> 1. How do you format images in MS Word?

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QUARTER: Fourth

COURSE: Computers

Content	Assessment	Standard	Essential Questions
<p>Project "Food Plate" using MS Word</p>	<p>Completion of "Food Plate" worth 36 pts</p>	<p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3)</p>	<ol style="list-style-type: none"> 1. How do you insert & format shapes into a MS Word document? 2. How do you insert clipart into a MS Word document? 3. How do you insert text boxes into a MS Word document?
<p>Project "Biography Glog" on www.glogster.com</p>	<p>Completion of "Biography Glog" worth 32 points</p>	<p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,3,6) Tech Research Tools (1)</p>	<ol style="list-style-type: none"> 1. How do you use a website as a medium to display research information? 2. How do you insert text, graphics, music, etc., into an interactive online poster?
<p>"Color Your Keyboard"</p>	<p>Test</p>	<p>Strand 1: Basic Computer Operations & Concepts (1,2,3,4) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2)</p>	<ol style="list-style-type: none"> 1. Have students obtained the knowledge about the keyboard to identify the home row keys and placement of other essential keys?