

North Mac Intermediate School  
Curriculum Guide

Teacher – Dani Allen

Grade Level – Intermediate 5<sup>th</sup> 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

<i>Content</i>	<i>Assessment</i>	<i>Standard</i>	<i>Essential Questions</i>
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"> <li>1. What are the main components of a computer system?</li> <li>2. Which devices are input and which devices are output?</li> </ol>
Review Internet Safety with Dongle's Interactive Safety Quiz	Informal Questioning Performance on web safety & web license	Strand 1: Basic Computer Operations & Concepts (1,2,3,4,5,6) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2) Strand 6: Technological Critical Thinking, Problem Solving, & Decision Making (1)	<ol style="list-style-type: none"> <li>1. How do you stay safe on the Internet?</li> <li>2. What does it mean to have digital netiquette?</li> </ol>
Project "Draw Tools" in MS Word	Completion of "Draw Tools" worth 34 pts	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)	<ol style="list-style-type: none"> <li>1. How do you insert shapes in a MS Word document?</li> <li>2. How do you format shapes in a MS Word document?</li> </ol>

North Mac Intermediate School  
Curriculum Guide

QUARTER: Second COURSE: Computers

<i>Content</i>	<i>Assessment</i>	<i>Standard</i>	<i>Essential Questions</i>
<p>Project "A Day in the Life of..." using MS Word</p> <p>Project "Google Earth Scavenger Hunt" using Google Earth &amp; MS PowerPoint</p>	<p>Completion of "A Day in the Life of..." worth 44 pts</p> <p>Completion of "Google Earth Scavenger Hunt" worth 30 pts.</p>	<p>Strand 1: Basic Computer Operations &amp; Concepts (1,2,3,4,5,7) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity &amp; Innovation (1,2,3,5) Strand 5: Technology research tools (1)</p>	<ol style="list-style-type: none"> <li>1. How do you add text boxes to a MS Word document?</li> <li>2. How do you format text boxes in a MS Word document?</li> <li>1. How do you use Google Earth?</li> <li>2. How do you use "Print Screen" on your keyboard as a copy function?</li> <li>3. How do you paste an image from Google Earth into a MS PowerPoint presentation and format that image?</li> </ol>

North Mac Intermediate School  
Curriculum Guide

QUARTER: Third

COURSE: Computers

<b>Content</b>	<b>Assessment</b>	<b>Standard</b>	<b>Essential Questions</b>
<p>Project "Trip Cost Estimator" using MS Excel</p>	<p>Completion of "Trip Cost Estimator" worth 33 pts</p>	<p>Strand 1: Basic Computer Operations &amp; Concepts (1,2,3,4,5) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity &amp; Innovation (1,2,5) Strand 5: Technology research tools (1)</p>	<ol style="list-style-type: none"> <li>1. How do you create a formula in MS Excel?</li> <li>2. Solve the distance using an Internet website from point A to point B and how much it will cost with a certain vehicle.</li> <li>3. How do you format cells in MS Excel?</li> </ol>
<p>Project "Career" using MS PowerPoint</p>	<p>Completion of "Career" worth 63 pts</p>	<p>Strand 1: Basic Computer Operations &amp; Concepts (1,2,3,4,5,6) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity &amp; Innovation (1,2,5) Strand 5: Technology research tools (1)</p>	<ol style="list-style-type: none"> <li>1. How do you navigate between websites?</li> <li>2. What is the pertinent information to my career?</li> <li>3. How do you setup and format a PowerPoint presentation?</li> </ol>

North Mac Intermediate School  
Curriculum Guide

QUARTER: Fourth

COURSE: Computers

<b>Content</b>	<b>Assessment</b>	<b>Standard</b>	<b>Essential Questions</b>
Project "Family Heritage" using Prezi	Completion of "Family Heritage" worth 78 pts	Strand 1: Basic Computer Operations & Concepts (1,2,3,4,6,7) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,5,6) Strand 4: Communication & Collaboration (1,2) Strand 5: Technology research tools (1,2)	<ol style="list-style-type: none"> <li>1. How are Prezi and MS PowerPoint similar?</li> <li>2. How do you create paths in a Prezi?</li> </ol>
Project "All About Me Website" using MS Publisher	Completion of "All About Me Website" worth 76 points	Strand 1: Basic Computer Operations & Concepts (1,2,3,4,6,7) Strand 2: Digital Citizenship (1,2,3) Strand 3: Technology Tools that Promote Creativity & Innovation (1,2,5,6) Strand 4: Communication & Collaboration (1,2) Strand 5: Technology research tools (1,2)	<ol style="list-style-type: none"> <li>1. How do you create a web page?</li> <li>2. How do you format text boxes and insert hyperlinks into a MS Publisher webpage design?</li> </ol>