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
Wilson Area School District
Planned Course Materials

Course Title: Introduction to Computers/PowerPoint

Textbook: None (title)

______________________________ (publisher)

______________________________ (copyright date)

______________________________ (web address)

Supplemental Books:

Teacher Resources: Various on-line websites
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
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