

**Big Idea: Computer Basics**

**1<sup>st</sup> Quarter**

<b>Computers</b>	<b>Grades: 3-6</b>		<b>Time Frame: 9 weeks September 1st- November 6th</b>		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Third:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper etiquette in the use of computers and other technologies.</li> <li>• Use and apply appropriate computer terminology.</li> <li>• Use home row keys with proper hand position.</li> <li>• Use proper hand and body position for computer use.</li> </ul> <p><u>Fourth:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper etiquette in the use of computers and other technologies.</li> <li>• Use and apply appropriate computer terminology.</li> <li>• Use home row keys with proper hand position.</li> <li>• Use proper hand and body position for computer use.</li> </ul>	<p><u>Third:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper care of equipment.</li> <li>• Demonstrate respect for the rights of others while using the computer.</li> <li>• Identify uses of technology at home and at school.</li> <li>• Demonstrate acceptable behavior at the computer and in the lab.</li> <li>• Recognize ownership and authorship of software and student and /or teacher products.</li> <li>• Keyboard with speed and accuracy (targets: 5 wpm ; 95% accuracy).</li> <li>• Identify and use: title bar, task bar, maximize, minimize, slide background, columns, cut, copy, paste, tab.</li> <li>• Continues to demonstrate proper body posture an hand position.</li> </ul> <p><u>Fourth:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper care of equipment.</li> </ul>	<p><u>Third:</u></p> <p>Format Style Program/application File/document Scanner Digital format Spreadsheet Hyperlink Word processor Taskbar Database Search engine</p> <p><u>Fourth:</u></p> <p>Title bar Input Output Graphic Presentation Multimedia File extension Field Virus Searching Download Navigate</p> <p><u>Fifth:</u></p> <p>Byte Kilobyte Megabyte</p>	<p>Quizzes Classwork Projects Classroom Observations Typing test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

<p><u>Fifth:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper etiquette in the use of computers and other technologies.</li> <li>• Use and apply appropriate computer terminology.</li> <li>• Use home row keys with proper hand position.</li> <li>• Use proper hand and body position for computer use.</li> </ul> <p><u>Sixth:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper etiquette in the use of computers and other technologies.</li> <li>• Use and apply appropriate computer terminology.</li> <li>• Use home row keys with proper hand position.</li> <li>• Use proper hand and body position for computer use.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate respect for the rights of others while using the computer.</li> <li>• Identify uses of technology at home and at school.</li> <li>• Demonstrate acceptable behavior at the computer and in the lab.</li> <li>• Recognize ownership and authorship of software and student and /or teacher products.</li> <li>• Respect the privacy of other students work.</li> <li>• Keyboard with speed and accuracy (targets: 8-12wpm; 95% accuracy)</li> <li>• Identify and use: spell/grammar check, clipboard, header/footer, edit/undo, margins, portrait/landscape, search engine, right click, linear, spreadsheet, sort, ascending, descending.</li> <li>• Use application commands, options, and controls from menu bars.</li> </ul> <p><u>Fifth:</u></p> <ul style="list-style-type: none"> <li>• Demonstrate proper care of equipment.</li> <li>• Demonstrate respect for the rights of others while using the computer.</li> <li>• Demonstrate acceptable behavior at the computer and in the lab.</li> <li>• Respect the privacy of other students work.</li> </ul>	<p>Gigabyte Operating system Ethernet cable Html Simulations</p> <p><u>Sixth:</u> Byte Kilobyte Megabyte Gigabyte Operating system Ethernet cable Html Simulations</p>			
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	<ul style="list-style-type: none"> <li>● Increase keyboarding speed and accuracy. (Targets: 12-18 wpm; 95% accuracy)</li> <li>● Identify and use: template, file management, folder, column, row, cell, cell address, data, formula (sum, average), transitions, builds, background, animation, border, bullets.</li> <li>● Select and use software for the assigned task (presentation, spreadsheet, word processor, etc.).</li> </ul> <p><u>Sixth:</u></p> <ul style="list-style-type: none"> <li>● Demonstrate proper care of equipment.</li> <li>● Demonstrate respect for the rights of others while using the computer.</li> <li>● Demonstrate acceptable behavior at the computer and in the lab.</li> <li>● Respect the privacy of other students work.</li> <li>● Increase keyboarding speed and accuracy. (Targets: 18-24 wpm; 95% accuracy)</li> <li>● Select and use software for the assigned task (presentation, spreadsheet, word processor, etc.).</li> <li>● Successfully add applications to dock</li> <li>● Successfully create folders</li> <li>● Successfully add applications to dock</li> <li>● Successfully create folders</li> </ul>				
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**Big Idea: Word Processing**

**2<sup>nd</sup> Quarter**

<b>Computers</b>	<b>Grades: 3-6</b>		<b>Time Frame: 9 weeks November 9<sup>th</sup>- January 22<sup>nd</sup></b>		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Third and Fourth:</u> Create a digital project using appropriate software/application for an authentic task.</p> <p>With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.</p> <p>Demonstrate a grade appropriate command of the conventions of standard English grammar and spelling</p> <ul style="list-style-type: none"> <li>● Word Processing Basics</li> <li>● Keyboarding</li> <li>● Computer Navigation</li> <li>● Word Processing</li> </ul> <p><u>Fifth and Sixth:</u></p>	<p><u>Third and Fourth:</u></p> <ul style="list-style-type: none"> <li>● Creating Documents</li> <li>● Word Problems</li> <li>● Correcting Words</li> <li>● Formatting Text</li> <li>● Hyphenating Words</li> <li>● Word Processing Basics Unit Quiz</li> <li>● Home Row</li> <li>● Upper Row</li> <li>● Lower Row</li> <li>● Number Row</li> <li>● Shift Key</li> <li>● Desktop</li> <li>● Windows and Controls</li> <li>● Toolbars and Menus</li> <li>● Software Lesson</li> <li>● Network Basics</li> <li>● Devices and Compatibility</li> <li>● Technology Devices</li> <li>● Computer Compatibility</li> <li>● Computer Navigation Quiz</li> <li>● Creating and Organizing Content</li> <li>● Revising and Formatting</li> <li>● Informational Interview</li> <li>● Formatting a Poem</li> <li>● Proofreading and Editing</li> <li>● Formatting Biographies</li> </ul>	<p><u>Third:</u> Format Style Program/application File/document Scanner Digital format Spreadsheet Hyperlink Word processor Taskbar Database Search engine</p> <p><u>Fourth:</u>  Title bar Input Output Graphic Presentation Multimedia File extension Field Virus Searching Download Navigate</p> <p><u>Fifth:</u> Byte Kilobyte Megabyte</p>	<p>Quizzes Classwork Projects Classroom Observations</p> <p>Tying Test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

<p>Create projects using emerging input technologies.</p> <p>Create an advanced digital project using appropriate software/application for an authentic task.</p> <p>Create a multimedia project using student-created digital media.</p> <p>Evaluate the accuracy and bias of online sources of information; appropriately cite online resources.</p> <ul style="list-style-type: none"> <li>● Graphing in Spreadsheets</li> <li>● Email Basics</li> <li>● Presentation Basics</li> </ul>	<ul style="list-style-type: none"> <li>● Page Layout</li> <li>● Advanced Report Writing</li> <li>● Guidebook</li> <li>● Desktop Publishing</li> <li>● Cumulative Story</li> <li>● Computer Rules Sign</li> <li>● Creating a Newsletter</li> </ul> <p><u>Fifth and Sixth:</u></p> <ul style="list-style-type: none"> <li>● Pie Charts</li> <li>● Traveling to School</li> <li>● Coin Toss Probability</li> <li>● Bar Graphs</li> <li>● Ethnic Foods Survey</li> <li>● Classroom Measurements</li> <li>● Measuring Matter</li> <li>● Line Graphs</li> <li>● Weekly Reading Graph Activity</li> <li>● Mixtures and Solutions</li> <li>● Graphing in Spreadsheets</li> <li>● Email Basics</li> <li>● Sending Email Messages</li> <li>● Email the President</li> <li>● Responding to Email Messages</li> <li>● Email Basics Unit Quiz</li> <li>● Presentation Basics</li> <li>● Audience and Organization</li> <li>● Composing Slides</li> <li>● Life Slide Show</li> <li>● Enhancing Slides</li> <li>● Evaluating and Presenting</li> <li>● Tourism Guide</li> <li>● Problem-Solution Presentation</li> <li>● Habitat Presentation</li> <li>● Natural Resources Presentation</li> <li>● Jazz Instruments Presentation</li> <li>● Adaptation</li> <li>● Presentation Basics Quiz</li> </ul>	<p>Gigabyte Operating system Ethernet cable Html Simulations</p> <p><u>Sixth:</u> Byte Kilobyte Megabyte Gigabyte Operating system Ethernet cable Html Simulations</p>			
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**Big Idea: Spreadsheets/Internet Use**

<b>Computers</b>	<b>Grades: 3-6</b>		<b>Time Frame: 9 weeks January 25th- April 8th</b>		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Third and Fourth:</u> Create a digital project using appropriate software/application for an authentic task.</p> <p>With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.</p> <p>Demonstrate a grade appropriate command of the conventions of standard English grammar and spelling</p> <ul style="list-style-type: none"> <li>● Word Processing Basics</li> <li>● Keyboarding</li> <li>● Computer Navigation</li> <li>● Word Processing</li> </ul> <p><u>Fifth and Sixth:</u></p>	<p><u>Third and Fourth:</u></p> <ul style="list-style-type: none"> <li>● Creating Documents</li> <li>● Word Problems</li> <li>● Correcting Words</li> <li>● Formatting Text</li> <li>● Hyphenating Words</li> <li>● Word Processing Basics Unit Quiz</li> <li>● Home Row</li> <li>● Upper Row</li> <li>● Lower Row</li> <li>● Number Row</li> <li>● Shift Key</li> <li>● Desktop</li> <li>● Windows and Controls</li> <li>● Toolbars and Menus</li> <li>● Software Lesson</li> <li>● Network Basics</li> <li>● Devices and Compatibility</li> <li>● Technology Devices</li> <li>● Computer Compatibility</li> <li>● Computer Navigation Quiz</li> <li>● Creating and Organizing Content</li> <li>● Revising and Formatting</li> <li>● Informational Interview</li> <li>● Formatting a Poem</li> <li>● Proofreading and Editing</li> <li>● Formatting Biographies</li> </ul>	<p><u>Third:</u> Format Style Program/application File/document Scanner Digital format Spreadsheet Hyperlink Word processor Taskbar Database Search engine</p> <p><u>Fourth:</u>  Title bar Input Output Graphic Presentation Multimedia File extension Field Virus Searching Download Navigate</p> <p><u>Fifth:</u> Byte Kilobyte Megabyte</p>	<p>Quizzes Classwork Projects Classroom Observations Typing Test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

<p>Create projects using emerging input technologies.</p> <p>Create an advanced digital project using appropriate software/application for an authentic task.</p> <p>Create a multimedia project using student-created digital media.</p> <p>Evaluate the accuracy and bias of online sources of information; appropriately cite online resources.</p> <ul style="list-style-type: none"> <li>● Graphing in Spreadsheets</li> <li>● Email Basics</li> <li>● Presentation Basics</li> </ul>	<ul style="list-style-type: none"> <li>● Page Layout</li> <li>● Advanced Report Writing</li> <li>● Guidebook</li> <li>● Desktop Publishing</li> <li>● Cumulative Story</li> <li>● Computer Rules Sign</li> <li>● Creating a Newsletter</li> </ul> <p><u>Fifth and Sixth:</u></p> <ul style="list-style-type: none"> <li>● Pie Charts</li> <li>● Traveling to School</li> <li>● Coin Toss Probability</li> <li>● Bar Graphs</li> <li>● Ethnic Foods Survey</li> <li>● Classroom Measurements</li> <li>● Measuring Matter</li> <li>● Line Graphs</li> <li>● Weekly Reading Graph Activity</li> <li>● Mixtures and Solutions</li> <li>● Graphing in Spreadsheets</li> <li>● Online Safety</li> <li>● Private information</li> <li>● Email Basics</li> <li>● Sending Email Messages</li> <li>● Email the President</li> <li>● Responding to Email Messages</li> <li>● Email Basics Unit Quiz</li> <li>● Presentation Basics</li> <li>● Audience and Organization</li> <li>● Composing Slides</li> <li>● Life Slide Show</li> <li>● Enhancing Slides</li> <li>● Evaluating and Presenting</li> <li>● Tourism Guide</li> <li>● Problem-Solution Presentation</li> <li>● Habitat Presentation</li> <li>● Natural Resources Presentation</li> <li>● Jazz Instruments Presentation</li> </ul>	<p>Gigabyte Operating system Ethernet cable Html Simulations</p> <p><u>Sixth:</u> Byte Kilobyte Megabyte Gigabyte Operating system Ethernet cable Html Simulations</p>			
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	<ul style="list-style-type: none"><li>• Adaptation</li><li>• Presentation Basics Quiz</li></ul>				
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**Big Idea: Multimedia**

<b>Computers</b>	<b>Grades: 3-6</b>		<b>Time Frame: 9 weeks April 11th- June 17th</b>		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Third and Fourth:</u> Create a digital project using appropriate software/application for an authentic task.</p> <p>With some guidance and support, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.</p> <p>Demonstrate a grade appropriate command of the conventions of standard English grammar and spelling:</p> <ul style="list-style-type: none"> <li>● Presentations</li> <li>● Portfolios</li> <li>● Advertising</li> </ul> <p><u>Fifth and Sixth:</u> Create projects using emerging input technologies.</p>	<p><u>Third and Fourth:</u></p> <p>1. <u>Presentations</u></p> <ul style="list-style-type: none"> <li>● Astronomy - Planet Research: Research and present information about a planet.</li> <li>● Animal Adaptations - PowerPoint / Keynote ( Life Science ): Research and present information about an animal's adaptations.</li> <li>● Ecosystems PowerPoint</li> <li>● Research and present information about the forest, desert and water ecosystems.</li> </ul> <p>2. Advertising</p> <ul style="list-style-type: none"> <li>● Students will use various forms of multimedia to create an advertisement for:               <ul style="list-style-type: none"> <li>○ our School</li> <li>○ favorite product</li> <li>○ favorite food</li> </ul> </li> </ul> <p>3. Portfolios</p> <ul style="list-style-type: none"> <li>● Tri-Fold Brochure Template: Template for creating a tri-fold brochure</li> <li>● Internet portfolio of the year's work</li> </ul>	<p><u>Third and Fourth:</u></p> <p>Animation Normal View Notes Page view Outline Tab Slide pane Slide Show view Slide Sorter view Slides tab Task pane AutoContent Wizard Blank Presentation Design template Effects options Handout master Hyperlink Motion Paths Notes master Picture toolbar Placeholder Advanced Timeline Slide master Slide transitions Charts (graphs) Datashet Grouping Handles Shift-clicking</p> <p><u>Fifth and Sixth:</u></p>	<p>Quizzes Classwork Projects Classroom Observations</p> <p>Typing Test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

<p>Create an advanced digital project using appropriate software/application for an authentic task.</p> <p>Create a multimedia project using student-created digital media.</p> <p>Evaluate the accuracy and bias of online sources of information; appropriately cite online resources:</p> <ul style="list-style-type: none"> <li>● Surveys/Forms</li> <li>● Image Editing</li> <li>● Screenwriting</li> <li>● Video Production</li> </ul>	<p><u>Fifth and Sixth:</u></p> <ul style="list-style-type: none"> <li>● Surveys/Forms <ul style="list-style-type: none"> <li>○ Students will know the characteristics, uses, and basic features of computer software programs, including: <ul style="list-style-type: none"> <li>● using the common features of desktop publishing and word processing software</li> <li>● knowing that documents can be created, designed, and formatted</li> </ul> </li> <li>○ Students will know the characteristics, uses, and basic features of computer software programs, including: <ul style="list-style-type: none"> <li>● using the common features of desktop publishing and word processing software</li> <li>● knowing that documents can be created, designed, and formatted</li> </ul> </li> </ul> </li> <li>○</li> <li>● Image Editing <ul style="list-style-type: none"> <li>○ Students learn the basics of photo editing and graphics creation as well as learn to create and edit video.</li> <li>○ Students will use an image editor to crop, lighten, darken,</li> </ul> </li> </ul>	<p>Crop Flip Rotate Sizing handles Story board Take Voice Over Jump Cut Continuity cut Scene</p>			
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	<p>sharpen, resize and remove red eye from several photos.</p> <ul style="list-style-type: none"><li>● Screenwriting<ul style="list-style-type: none"><li>○ Students will use their writing skills to move through the screenwriting process</li><li>○ They will write a short scene which they can use for filming.</li></ul></li><li>● Video Production<ul style="list-style-type: none"><li>○ Students learn the basics of photo editing and graphics creation as well as learn to create and edit video.</li><li>○ Use the green screen / chroma key technique to put yourself in a completely different picture.</li></ul></li></ul>				
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