

East Penn School District
Secondary Curriculum

A Planned Course Statement
for

Computers

Course # 6CP

Grade(s) Sixth

Department: Computer and Business Applications

Length of Period (mins.) 40

Total Clock Hours: 40

Periods per Cycle: 6

Length of Course (yrs.) 0.33

Type of Offering: required elective

Credit: _____

Adopted: 6/8/09

Developed by:

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Description of Course

Course Title: Computers

Description:

This course will provide students with: file management skills on both Macintosh and PC platforms, Internet research skills, computer ethics, and word processing fundamentals. An emphasis will be placed on learning alphabetic keyboarding skills.

Goals:

- To develop competency in the use of the keyboard
- To familiarize the student with the features of Microsoft Word
- To utilize the Internet for research
- To acquire skills to use a Macintosh computer
- To acquire skills to use a PC computer

Requirements:

NA

Text:

Shank, Jon, Karl Barksdale, and Jack Hoggatt. Century 21 Jr. Input Technologies and Computer Applications. 2nd ed. Mason: Cengage South-Western, 2010.

Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities, which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

Unit	Num	Objective	Level	Content	Evaluation	Standard
I-Understanding PC platform	1	Identify the hardware and software (system and application) components of a PC computer. <ul style="list-style-type: none"> • Input Devices • Output Devices • Hard Drive • Storage 	A, L	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 C
	2	Perform file maintenance tasks. <ul style="list-style-type: none"> • accessing programs • creating folders • saving files • retrieving files • moving files • renaming files 	A, L	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 C
II-Understanding MAC platform	3	Identify the hardware and software (system and application) components of a MAC computer. <ul style="list-style-type: none"> • Input Devices • Output Devices • Hard Drive • Storage 	A, L	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 C
	4	Perform file maintenance tasks. <ul style="list-style-type: none"> • accessing programs • creating folders • saving files • retrieving files • moving files • renaming files 	A, L	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 C
III-Keyboarding	5	Key alphabetic keys using proper techniques. <ul style="list-style-type: none"> • Use correct body position at keyboard • Use home row style keyboarding methods • Keep fingers upright over home keys • Keep right thumb curved and close to space bar 	A, L	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions • Keyed Quizzes • Collection of Practice Activities 	3.7.7 C

Unit	Num	Objective	Level	Content	Evaluation	Standard
		<ul style="list-style-type: none"> Strike Enter with right pinky Keep eyes on copy Use Shift keys to make capital letters Use Caps Lock while keying capital letters 				
	6	Apply correct spacing rules. <ul style="list-style-type: none"> Period Comma Semicolon Colon Question Mark Exclamation Point 	A, L	<ul style="list-style-type: none"> Textbook Illustrations Handout Illustrations Classroom Discussions Student Use of Computer 	<ul style="list-style-type: none"> Teacher Observation Completion of Activities Oral Questions 	3.7.7 C
	7	Utilize proofreader's marks.	A, L	<ul style="list-style-type: none"> Textbook Illustrations Handout Illustrations Classroom Discussions Student Use of Computer 	<ul style="list-style-type: none"> Teacher Observation Completion of Activities Oral Questions 	3.7.7 C
IV-Word Processing	8	Create a document. <ul style="list-style-type: none"> Save Open Print Edit Text Rename Save As for other software/versions/platforms 	A, L, U	<ul style="list-style-type: none"> Textbook Illustrations Handout Illustrations Classroom Discussions Student Use of Computer 	<ul style="list-style-type: none"> Teacher Observation Completion of Activities Oral Questions 	3.7.7 C
	9	Formatting a document. <ul style="list-style-type: none"> Set margins Tabs Font style Bulleted lists Page Setup 	A, L, U	<ul style="list-style-type: none"> Textbook Illustrations Handout Illustrations Classroom Discussions Student Use of Computer 	<ul style="list-style-type: none"> Teacher Observation Completion of Activities Oral Questions 	3.7.7 C, 3.7.7 D
	10	Word Tools. <ul style="list-style-type: none"> Cut, Copy, Paste Format Painter Spell Check Header and Footer ClipArt Borders and Shading WordArt 	A, L, U	<ul style="list-style-type: none"> Textbook Illustrations Handout Illustrations Classroom Discussions Student Use of Computer 	<ul style="list-style-type: none"> Teacher Observation Completion of Activities Oral Questions 	3.7.7 C, 3.7.7 D

Unit	Num	Objective	Level	Content	Evaluation	Standard
V-Internet	11	Utilizing a web browser. <ul style="list-style-type: none"> • Accessing • Identify parts of browser window • Accessing sites from the browser • Tabbed browsing 	A, L, U	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 E
	12	Research techniques. <ul style="list-style-type: none"> • Use of Boolean Modifiers • Advanced Search techniques • Evaluating websites 	A, L, U	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 E
	13	Computer Ethics <ul style="list-style-type: none"> • Cyber Bullying • Privacy Issues • Computer Etiquette 	A, L, U	<ul style="list-style-type: none"> • Textbook Illustrations • Handout Illustrations • Classroom Discussions • Student Use of Computer 	<ul style="list-style-type: none"> • Teacher Observation • Completion of Activities • Oral Questions 	3.7.7 E

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