



# Introduction to Computers 6<sup>th</sup> Grade

## **Curriculum Committee Members**

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**COURSE TITLE: Introduction to Computers**

**GRADE LEVEL: 6**

**CONTENT AREA: Career Technical Education**

**Course Description:**

The Introduction to Computers course will provide foundation skills to enable students to efficiently, effectively and responsibly utilize technology in their educational careers and outside of school. The technology curriculum emphasizes skills to collaborate, problem – solve, and communicate in an ever changing global world.

**Course Rationale:**

Introduction to Computers is designed to provide students the opportunity to develop computer skills that will enable them to be successful students as well as productive citizens. The projects integrate computer instruction with other curricular topics and helps students enhance learning across the curriculum. Students will gain increasing proficiency as they continue to practice cumulative skills throughout middle school and into high school. This course lays the foundation for students to become high performing students as well as productive citizens.

**Course Scope and Sequence**

<b>Unit 1: Computer Basics (2 class periods)</b>	<b>Unit 2: Introduction to Keyboarding (5 class periods)</b>	<b>Unit 3: Internet Safety (2 class periods)</b>
<b>Unit 4: Search Engines (5 class periods)</b>	<b>Unit 5: Microsoft Office (16 class periods)</b> <ul style="list-style-type: none"><li>• Word</li><li>• PowerPoint</li><li>• Excel</li></ul>	

**Essential Terminology/Vocabulary**

Applications  
CPU  
Desktop  
Document  
Ergonomics  
File  
Flash Drive  
Folder

Hardware  
Icon  
Keyboard  
Maximize  
Minimize  
Monitor  
Mouse  
Power Button  
Printer  
Save/Save As  
Search Engine  
Select  
Software  
Start Button  
Restore  
Task Bar  
Toolbar  
Undo  
USB Port

### **Approved Course Materials and Resources:**

Typingweb.com  
NetSmartz  
Common Sense Media  
Google  
Microsoft Office: Word, Excel, PowerPoint

## Unit Objectives

### Unit 1: Computer Basics

- Students will be able to identify and explain the parts of the computer using proper terminology, as well as give examples of both hardware and software.
- Students will be able to demonstrate how to appropriately turn on/off and log on/off a computer, this will also allow students to give examples and explain the importance of basic computer care, upkeep and courtesies.

### Unit 2: Introduction to Keyboarding

- Students will learn the correct techniques of operating a keyboard, which include the use of both hands and appropriate fingers on keyboard
- Students will learn the correct techniques of operating a keyboard, which include the use of RETURN, SPACEBAR, SHIFT, TAB, and DELETE.

### Unit 3: Internet Safety

- Students will be able to describe positive aspects of online talking and messaging, identify situations in which flirting and chatting become inappropriate and risky, and will be able to understand rules for safe online messaging, and feel empowered to deal with uncomfortable situations when communicating online.
- Students will be able to analyze cyberbullying behaviors that “cross the line”.

### Unit 4: Search Engines

- Students will be able to understand the importance of using a variety of search strategies.
- Students will be able to master new strategies for effective and efficient online searches.
- Students will create and execute a five step plan for conducting an online search.
- Students will be able to understand how to evaluate the accuracy of a website.

### Unit 5: Microsoft Office

- Students will learn how to format a MS Word document by setting margins, line spacing, alignment, insert date, tab, header/footer, and font.
- Students will be able to format a MS Excel document using Excel tools (cells, headings, column, row, data, formulas, merge & center headlines, change background, and other tools found on the tool bar).
- Students will create a slideshow using MS PowerPoint tools.
- Differentiate between ethical and legal issues impacting healthcare