

Computers 101 Sixth Grade Curriculum Outline

NOTE: The instructor reserves the right to make changes and modifications where appropriate.

Students Need: One 2-pocket folder for lab work and a notebook.

Week	Date	Topic/Activity	Tools/Material
1	9-13-07 (6P) group 2 9-14-07 (6M) group 2	Introduction: <ul style="list-style-type: none"> ▪ Computer Assignment ▪ Class Introduction & Review Computer Lab Rules and Care: <ul style="list-style-type: none"> ▪ Computer lab rules – Review Using the computer: <ul style="list-style-type: none"> ▪ Copying folders from one location to another 	<ul style="list-style-type: none"> ▪ Login Sheet/Account setup info ▪ Computer folders/filing cabinet ▪ 10_computer_rules.ppt ▪ Have students log on to last year computer and step thru on how to copy their 5th grade lab folder to Shared Documents
2	9-20-07 (6P) group 1 9-21-07 (6M) group 1	Same lesson plan on 9-13 & 9-14	<ul style="list-style-type: none"> ▪ See above lesson plan
3	9-27-07 (6P) group 2 9-28-07 (6M) group 2	Computer Parts: <ul style="list-style-type: none"> ▪ User's Environment ▪ Display ▪ Screensaver ▪ Mouse pointer ▪ My Documents ▪ Create folders ▪ Recreate Icons ▪ Start menu Using the Computer: <ul style="list-style-type: none"> ▪ Copying folders from one location to another 	<ul style="list-style-type: none"> ▪ Logins – test to make sure all accounts works properly ▪ Change display background ▪ Setting screen saver ▪ Change mouse pointer ▪ Create 6th grade lab folder in My Documents ▪ Create My Documents shortcut ▪ Create Lab folder shortcut on desktop ▪ Add My Network Places in start bar ▪ Have copy their 5th grade lab folder in Shared Documents on last year's computer to My Documents on new computer
4	10-04-07 (6P) group 1 10-05-07 (6M) group 1	Same lesson plan on 9-27 & 9-28	<ul style="list-style-type: none"> ▪ See above lesson plan

Week	Date	Topic/Activity	Tools/Material
5	10-11-07 (6P) group 2 10-12-07 (6M) group 2	Computer Parts: <ul style="list-style-type: none"> ▪ User's Environment – Review ▪ Add printer ▪ Passed out floppies Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Review - ClipArt/Text Box and/or AutoShapes 	<ul style="list-style-type: none"> ▪ Add printer ▪ Pass out floppies from last year ▪ Students to make a name tag banner with a picture of a computer using Word; print, cut, and display on wall outside computer room
6	10-18-07 (6P) group 1 10-19-07 (6M) group 1	Same lesson plan on 10-11 & 10-12	<ul style="list-style-type: none"> ▪ See above lesson plan
7	10-25-07 (6P) group 2 10-26-07 (6M) group 2	Computer Parts: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – Oct. Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel – Review <ul style="list-style-type: none"> ▪ Cell ▪ Cell address ▪ Formatting/Fill ▪ Formulas ▪ Workbook/worksheet 	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Carry over: Ice Cream Business Spreadsheet Lab from end of 5th grade. See fifth grade lab folder. ▪ Continue with Excel spreadsheet that was not completed at the end of 5th grade (Spring 2006).
8	11-01-07 (6P) group 1 11-02-07 (6M) group 1	Same lesson plan on 10-25 & 10-26	<ul style="list-style-type: none"> ▪ See above lesson plan
9	11-08-07 (6P) group 2 11-09-07 (6M) group 2	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – Nov. ▪ Microsoft Excel HOMEWORK #1: Business Plan Draft	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Continue Ice Cream Business Spreadsheet Lab ▪ Home work due from 6P gr. 2 11/29/07; 6M gr. 2 on 11/30/07
10	11-15-07 (6P) group 1 11-16-07 (6M) group 1	Same lesson plan on 11-08 & 11-09 HOMEWORK #1: Business Plan Draft	<ul style="list-style-type: none"> ▪ See above lesson plan ▪ Home work due from 6P gr. 1 12/06/07; 6M gr. 1 on 12/07/07
11	11-22-07 (6P) 11-23-07 (6M)	No School – Thanksgiving Break	N/A

Week	Date	Topic/Activity	Tools/Material
12	11-29-07 (6P) group 2 11-30-07 (6M) group 2	Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Excel – Review <ul style="list-style-type: none"> ▪ Cell ▪ Cell address ▪ Formatting/Fill ▪ Formulas ▪ Workbook/worksheet HOMEWORK #1: Business Plan Draft Due for groups 2	<ul style="list-style-type: none"> ▪ Continue Ice Cream Business Spreadsheet Lab
13	12-06-07 (6P) group 1 12-07-07 (6M) group 1	Same lesson plan on 11-29 & 11-30 Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – Dec. for 6M group 1 ONLY HOMEWORK #1: Business Plan Draft Due for groups 1	<ul style="list-style-type: none"> ▪ See above lesson plan ▪ Bunny icon: TypingMaster – contest for 6M group 1 ONLY since they do not have class on 12-21-07
14	12-13-07 (6P) group 2 12-14-07 (6M) group 2	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – Dec. ▪ Microsoft Excel 	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Continue and complete Ice Cream Business Spreadsheet Lab
15	12-20-07 (6P) group 1 No Class – snow day 12-21-07 (6M)	Same lesson plan on 12-13 & 12-14 Early Dismissal - No class 6M	<ul style="list-style-type: none"> ▪ See above lesson plan
16	12-27-07 (6P) 12-28-07 (6M)	No School– Christmas Break	N/A
17	1-03-08 (6P) group 1 1-04-08 (6M) group 1	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – Dec. (6P Gr. 1 only) ▪ Microsoft Excel 	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest – 6P Gr. 1 Only ▪ Continue and complete Ice Cream Business Spreadsheet Lab
18	1-10-08 (6P) group 2 1-11-08 (6M) group 2	Same lesson plan on 1-03 & 1-04	<ul style="list-style-type: none"> ▪ See above lesson plan

Week	Date	Topic/Activity	Tools/Material
19	1-17-08 (6P) group 1 1-18-08 (6M) group 1	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – Jan ▪ Microsoft Word ▪ Review <ul style="list-style-type: none"> ▪ Font/Style/Color ▪ Clip and WordArt ▪ Saving files ▪ Tables & Graphs ▪ New <ul style="list-style-type: none"> ▪ Heading ▪ Table of Contents ▪ Page numbers 	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Create and write Ice Cream Business Plan lab in sixth grade lab folder ▪ Students are to use the different levels of headings, add page numbers, and to insert a table of contents.
20	1-24-08 (6P) group 2 1-25-08 (6M) group 2	Same lesson plan on 1-17 & 1-18 Using the Computer: <ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ See above lesson plan
21	1-31-08 (6P) group 1 2-01-08 (6M) group 1 – No Class bowling field trip	Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Review and New features 	<ul style="list-style-type: none"> ▪ Continue with Ice Cream Business Plan lab in sixth grade lab folder
22	2-07-08 (6P) group 2 2-08-08 (6M) group 1	Same lesson plan on 1-31 & 2-01	<ul style="list-style-type: none"> ▪ See above lesson plan
23	2-14-08 (6P) group 1 2-15-08 (6M) group 2	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard <ul style="list-style-type: none"> ▪ Typing test – Feb. ▪ Microsoft Word HOMEWORK #2: Business Commercial Draft	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Pass out second homework assignment ▪ Continue with Ice Cream Business Plan lab.
24	2-21-08 (6P) group 2 2-22-08 (6M) group 1 No Class-Tubing. Move plan with group 1 to 3-7	Same lesson plan on 2-14 & 2-15 HOMEWORK #2: Business Commercial Draft	<ul style="list-style-type: none"> ▪ See above lesson plan

Week	Date	Topic/Activity	Tools/Material
25	2-28-08 (6P) 2-29-08 (6M)	No School – Winter Break	N/A
26	3-06-08 (6P) group 1 3-07-08 (6M) group 1	Using the Computer: <ul style="list-style-type: none"> ▪ Microsoft Word ▪ Review <ul style="list-style-type: none"> ▪ Font/Style/Color ▪ Clip and WordArt ▪ Saving files ▪ Tables & Graphs ▪ New <ul style="list-style-type: none"> ▪ Heading ▪ Table of Contents ▪ Page numbers HOMEWORK #2 DUE for 6P gr. 1 and 6M gr. 2	<ul style="list-style-type: none"> ▪ Continue with Ice Cream Business Plan lab. ▪ If students are completed, begin working on Assignment #2 – PowerPoint commercial.
27	3-13-08 (6P) group 2 3-14-08 (6M) group 2	Same lesson plan on 3-06 & 3-07 Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – March for 6M group 2 ONLY HOMEWORK #2 DUE for 6P gr. 2 and 6M gr. 1	<ul style="list-style-type: none"> ▪ See above lesson plan ▪ Bunny icon: TypingMaster – contest for 6M group 2 ONLY since group 1 has no class 3-21-08 and was moved to 3-28-08 (pushing group 2 further out)
28	3-20-08 (6P) group 1 3-21-08 (6M) no school	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard <ul style="list-style-type: none"> ▪ Typing test – March ▪ Microsoft Word ▪ Review ▪ New <ul style="list-style-type: none"> ▪ Heading ▪ Table of Contents ▪ Page numbers No School - No class 6M	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Continue with Ice Cream Business Plan lab. ▪ If students are completed, begin working on Assignment #2 – PowerPoint commercial
29	3-27-08 (6P) group 2 3-28-08 (6M) group 2 No class – snow day. Move to 4/4	Same lesson plan on 3-20 & 3-21	<ul style="list-style-type: none"> ▪ See above lesson plan

Week	Date	Topic/Activity	Tools/Material
30	4-03-08 (6P) group 1 4-04-08 (6M) group 1	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard ▪ Typing test – April ▪ Power Point - Review <ul style="list-style-type: none"> ▪ Creating a slide ▪ Clip and WordArt ▪ Font – size, style, color ▪ Animation <u>New: Adding chart & sound</u>	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Continue and complete Ice Cream Business Plan lab. ▪ Create an Ice Cream Business commercial lab in sixth grade lab folder ▪ Using PowerPoint students are to create a commercial for his/her Ice Cream business. ▪ Additional features to be included are adding a chart and sound.
31	4-10-08 (6P) group 2 4-11-08 (6M) group 2	Same lesson plan on 4-03 & 4-04	<ul style="list-style-type: none"> ▪ See above lesson plan
32	4-17-08 (6P) group 1 4-18-08 (6M) group 1	Using the Computer: <ul style="list-style-type: none"> ▪ Power Point - Review <ul style="list-style-type: none"> ▪ Creating a slide ▪ Clip and WordArt ▪ Font – size, style, color ▪ Animation 	<ul style="list-style-type: none"> ▪ Continue Ice Cream Business commercial lab in sixth grade lab folder
33	4-24-08 (6P) 4-25-08 (6M)	No School – Spring Vacation	N/A
34	5-01-08 (6P) group 2 5-02-08 (6M) group 2	Same lesson plan on 4-17 & 4-18	<ul style="list-style-type: none"> ▪ See above lesson plan (before spring break)
35	5-08-08 (6P) group 1 5-09-08 (6M) group 1 No Class – Rock-A-Thon. Move to 5-16.	Using the Computer: <ul style="list-style-type: none"> ▪ Power Point - Review <ul style="list-style-type: none"> ▪ Creating a slide ▪ Clip and WordArt ▪ Font – size, style, color ▪ Animation 	<ul style="list-style-type: none"> ▪ Continue Ice Cream Business commercial lab in sixth grade lab folder
36	5-15-08 (6P) group 2 5-16-08 (6M) group 1	Same lesson plan on 5-01 & 5-02	<ul style="list-style-type: none"> ▪ See above lesson plan

Week	Date	Topic/Activity	Tools/Material
37	5-22-08 (6P) group 1 5-23-08 (6M) group 2	Using the Computer: <ul style="list-style-type: none"> ▪ Using the Keyboard <ul style="list-style-type: none"> ▪ Typing test – May ▪ Power Point - Review <ul style="list-style-type: none"> ▪ Creating a slide ▪ Clip and WordArt ▪ Font – size, style, color <ul style="list-style-type: none"> ▪ Animation 	<ul style="list-style-type: none"> ▪ Bunny icon: TypingMaster demo – contest ▪ Continue Ice Cream Business commercial lab in sixth grade lab folder
38	5-29-08 (6P) group 2 5-30-08 (6M) group 1	Same lesson plan on 5-15 & 5-16	<ul style="list-style-type: none"> ▪ See above lesson plan
39	6-05-08 (6P) group 1 6-06-08 (6M) group 2	Using the Computer: <ul style="list-style-type: none"> ▪ Power Point - Review <ul style="list-style-type: none"> ▪ Creating a slide ▪ Clip and WordArt ▪ Font – size, style, color ▪ Animation 	<ul style="list-style-type: none"> ▪ Present winner/group of typing contest ▪ Continue Ice Cream Business commercial lab in sixth grade lab folder
6-06-08 Last day of specials			