

Claysburg Kimmel School District

Standards Aligned Course Description



Course Name: Elementary Computer

Course Instructor: Mr. Harris

Instructor's email address: jharris@cksdbulldogs.com

Instructor Professional Biography

I graduated from Penn State University in 2002 with a bachelor's degree in Accounting. After graduating I enrolled at IUP as a full-time graduate student. In 2004, I graduated from IUP with a Master's degree in Workforce Development and Training with a specialization in Business Education. In 2004, I was hired as a long-term substitute at Claysburg-Kimmel High School. In 2005, I was hired as a full-time Business Education Teacher at Claysburg-Kimmel, and have been here ever since.

Course Description

Students will understand and develop various digital literacy skills throughout the elementary computer curriculum. Students will learn to use and safely interact with technology, media, and digital resources in real-world situations. Basic computer skills such as mouse usage and typing will build into the use and mastery of Microsoft Office (Word, Excel, and PowerPoint). Other topics that will be covered include Coding/Programming, Email, Internet Safety, Filtering and Evaluating Data, and Hardware and Software Fundamentals.

Course Resources

Code.org and Learning.com

End of Course Outcomes

(At the end of this course, a successful student should be able to:)

- ✓ Identify Various Computer Hardware.
- ✓ Type Fluently
- ✓ Use all aspects of Microsoft Word, Excel, and PowerPoint.
- ✓ Understand and Use Coding/Programming to write and solve problems.
- ✓ Send and Receive Emails
- ✓ Understand and Use Office365.
- ✓ Navigate the Internet safely.
- ✓ Understand and Use various Computer Applications.

Major State/Subject Area Standards Addressed

Standard – 15.3.2.T

With prompting and support, answer questions to digital citizenship.

Standard – 15.3.5.T

Explain the importance of digital citizenship.

Standard – 1A.CS.02

Use appropriate technology in identifying and describing the function of common physical components of computing systems (hardware)

Standard – 1A.CS.03

Describe basic hardware and software problems using accurate terminology.

Standard – 1A.NI.04

Explain what passwords are and why we use them, and use strong passwords to protect devices and information from unauthorized access.

Standard – IA.DA.06

Collect and present the same data in various digital formats.

Standard – IA.AP.12

Develop plans that describe a program's sequence of events, goals, and expected outcomes.

Standard – 1A.IC.18

Keep login information private, and log off devices appropriately.

Standard – 1B.AP.17

Describe choices made during program development using code comments, presentations, and demonstrations.

Course Units

Unit 1 : Log In and Email (2 class periods)

Unit 2: Internet Safety (3 class periods)

Unit 3: Coding (9 class periods)

Unit 4: Microsoft Office (Word, PowerPoint, Excel) (9 class periods)

Unit 5: Keyboarding and Learning.com (5 class periods)

Units will vary from grade to grade

Assessments

All lessons are assessed in class via tests or completion of the lesson

Summative:

Tests – All tests will be announced in advance

Formative:

Class work: Class work will consist of both individual and group work

Grading:

Student grades will be based upon the grade chart developed by the school district.

Advanced – 93-100
Proficient – 85-92
Basic – 70-84
Below Basic – 69 or lower

Contact Information

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