



PINEWOOD – THE AMERICAN INTERNATIONAL SCHOOL OF THESSALONIKI, GREECE

NAME OF COURSE: IT 6

GRADE LEVEL: 6

SCHOOL YEAR: 2011-20112

COURSE DESCRIPTION

Grade 6 students attend computer classes in the IT Lab once a week for one semester. The course is designed to introduce the students to the computer and some of its primary applications. Students will develop problem solving skills through the use of appropriate software, promote teamwork as a learning process, engage in meaningful first hand experiences in technology and develop and utilize critical thinking and decision making skills. Through the curriculum integration students utilize appropriate software to enhance the grade level curriculum.

LEARNING OBJECTIVES

By the end of the year students will be familiar with:

- Basic word processing techniques
- Basic presentation techniques
- Internet navigation skills

SCOPE AND SEQUENCE *

QUARTER I

- ◆ The Writer Interface
 - Status Bar
 - Changing document views
 - Moving Quickly through a document
 - Saving as a Microsoft Word file
- ◆ Working with text
 - Selecting vertical text, non-consecutive blocks of text
 - Cut, Copy, Paste
 - Finding and replacing text
 - Setting Tab stops and indents
 - Checking spelling and grammar
 - Using AutoCorrect, Word Completion and AutoText
- ◆ Formatting text
 - Using styles
 - Paragraph formatting
 - Character formatting
 - Bullets and numbering
- ◆ Formatting Pages
 - Creating Headers and Footers

- Numbering Pages
- Changing page margins
- ◆ Adding Comments to a document
- ◆ Creating a table of contents
- ◆ Creating Indexes and Bibliographies
- ◆ Working with Graphics
- ◆ Using hyperlinks

QUARTER II

- ◆ Parts of the main Impress window
 - Slides pane
 - Tasks pane
 - Workspace
 - Toolbars
 - Status Bar
 - Navigator
- ◆ Workspace views
 - Normal, Outline, Notes, Handout, Slide Sorter view
- ◆ Creating a new presentation
- ◆ Formatting a presentation
 - Inserting slides
 - Selecting a layout
 - Modifying the slide elements
 - Adding text to a slide
 - Modifying the appearance of all slides
 - Modifying the slide show
- ◆ Adding and formatting text
- ◆ Using text boxes created from the Layout pane
 - Using text boxes created from the text box tool
 - Quick font resizing
 - Pasting text
 - Creating bulleted and numbered lists
- ◆ Adding pictures, tables, charts and media
 - Adding pictures
 - Adding tables
 - Adding charts
 - Adding media clips
 - Adding graphics, spreadsheets, and other objects
- ◆ Working with slide masters and styles
 - Styles
 - Slide masters
 - Creating a slide master
 - Applying a slide master
 - Loading additional slide masters
 - Modifying a slide master
 - Using a slide master to add text to all slides
- ◆ Setting up the slide show
 - One slide set – multiple presentations
 - Slide transitions
 - Automatic slides advance

- Running the slide show

**Note that the order in scope and sequence is subject to change during the school year.*

HOMEWORK POLICY

N/A

ASSESSMENT

The students' progress is evaluated by the teacher on the following:

- Weekly class work, including projects.
- Class participation, attentiveness of the students during the lectures, effectiveness of the student in answering questions or solving problems, and general classroom behavior.
- Each student is expected to work on the tasks independently or if applicable in groups. The evaluation is based on class work and participation.

RESOURCES

Hardware: An IT lab equipped with 17 network computers, a laser printer, scanner, and Internet connection

Software: Linux (Operating System)

The World Wide Web

LibreOffice Suite

ACADEMIC HONESTY

Academic honesty is fundamental to the integrity and operation of our school. Acts of academic dishonesty, including plagiarism (the act of presenting others' words and ideas as one's own without crediting the source), stealing in quizzes and tests, copying work from other students or allowing their own work to be copied, or using notes during a test, are considered serious offences. The consequences of academic dishonesty will be a zero grade on the specific test/assignment, and additional disciplinary action. The said student will be ineligible or removed from the National Honor Society.