

What is it we expect students to learn? Identifying Essential Standards

Grade Level: 6

Subject: Computer Apps

Team Members: Cari Cline

1. Standard/Description	2. Evidence of Proficiency	3. Prior Skills Needed	4. Common Summative Assessment	5. When Taught?	6. Enrichment / Intervention Strategies
<p>Students will be able to key at a rate of 25 WPM at 95% accuracy using correct technique and posture.</p> <p>IT.VI.1.1 IT.VI.2-4.1 IT.XV.1-2.3</p>	<p>Students will complete a 1 minute speed test yielding a speed of at least adjusted 25 WPM with 3 or less errors.</p>	<p>Mastery of home keys. Introduction to numerical and special character keys.</p>	<p>Intermediate Keyboarding Scoring Guide *Goal 1 observed speed *Goal 3 observed 3 times per quarter</p>	<p>Each day of quarter</p>	<p>Enrichment - advanced level settings increasing accuracy & speed requirements. Intervention - reset Type to Learn program upon completion of L14 to review alphabet keys. Conferencing regarding technique.</p>
<p>Students will use word processing software to prepare properly formatted communication documents.</p> <p>CO.I.A.2.2; C.3.14 CO.III.1.4; 2.6 IT.III.1.2, IT.V.1.3: 2.2: 3.1.3</p>	<p>Demonstrate the ability to create word processed documents following a given format.</p>	<p>Basic knowledge of Word.</p>	<p>Correctly formatted memos and letters including; margin setting, line spacing, font size/style, alignment.</p>	<p>Week 1-3, 5</p>	
<p>Students will use the Internet to conduct searches, distinguish between reliable and nonreliable sources and summarize the results.</p> <p>CO.I.B.3.5 CO.III.2.8 IT.V.1.3 IT.VII.1.1; 2.3</p>	<p>Use the Internet to locate reliable websites to answer research questions.</p>	<p>Ability to use a search engine.</p>	<p>Internet Research: Research questions answered using reliable websites and citing websites using MLA format. Conduct research using fictitious websites realizing possible faults in using Internet.</p>	<p>Week 4 & 7</p>	

<p>Students will work collaboratively to use desktop publishing software to communicate and publish information and ideas.</p> <p>CO.I.C.3.14 CO.III.1.4; 2.6 IT.III.1.2 IT.V.1.2; 3.1, 3</p>	<p>Create an organized Publisher brochure including graphics, various font styles, etc.</p>	<p>None</p>	<p>Publisher Project Scoring Guide</p>	<p>Week 5-6</p>	
<p>Create a coherent PowerPoint presentation consisting of multiple slides, images, cited sources and animations.</p> <p>CO.I.A.2.7, 3.6, 3.7 CO.I.C.2.1, 4 CO.III.1.4 IT.III.1.2 IT.V.1.3, 3.3</p>	<p>Students will create a 12 slide PowerPoint presentation exhibiting the ability to change the design template, inserting pictures/clipart, adding animations, and transitions.</p>	<p>Basic understanding of PowerPoint; slides and images.</p>	<p>PowerPoint Scoring Guide; Criteria 3-9</p>	<p>Week 8-9</p>	
<p>Present information to the class with appropriate voice level and knowledge of content using multi-media.</p> <p>CO.I.A.3.6, 3.7 CO.III.1.4 IT.V.1.3</p>	<p>Students will present a PowerPoint presentation to the class using appropriate voice level and tone, eye contact, and exhibit knowledge of the content.</p>	<p>Experience talking in front of class.</p>	<p>PowerPoint Project Scoring Guide; Presentation 1-4</p>	<p>Week 8-9</p>	

1. Standard: What is the essential standard to be learned? Describe in student-friendly vocabulary.
2. Example/Rigor: What does proficient student work look like? Provide an example and/or description.
3. Prior Skills Needed: What prior knowledge, skills, and/or vocabulary is needed for a student to master this standard?
4. Common Assessment: What assessment(s) will be used to measure student mastery?
6. When will this standard be taught?

6. Enrichment: What supplementary standards/skills enrich the essential standard?

Mattos, Buffum, Weber, 2010