**Curriculum**

**5th Grade Skills I**

**Course Overview**

The Skills course is designed to meet the needs of 5th grade students in transition at a time when more complex research, organizational, and language skills are required for academic success.  Classes, which meet once a week throughout the year, are structured to provide support as well as a form to teach the skills associated with computer skills, research, security, online safety and collaboration. Assessment of skills are carried out throughout the year. All 5th grade students are assigned to this year-long course.

**Department Standards**

Expected Outcomes:

*ISTE Standards that we have adopted and use as our guidelines:*

1. Creativity and Innovation

2. Communication and Collaboration

3. Research and Information Fluency

4. Critical Thinking, Problem Solving, and Decision Making

5. Digital Citizenship

6. Technology Operations and Concepts

**Benchmarks**:

1. The student will demonstrate proficiency using Google Apps and LMS , prioritising workload and proper use of these environments

2. The student will demonstrate safe and ethical use of the Internet and network.

3. The student will demonstrate competency in using the operating system, learning platform, word processing program, spreadsheet program and website builder, movie-editing and collaboration techniques.

4. The student will critically examine the value of information available on the Internet

5. Students will demonstrate designing techniques by working on a house/monument design project

6. Students will demonstrate that they can create a simple website and how to apply logic using basic programming skills.

**Performance Indicators**

**Performance Indicators**

**First Quarter Performance Indicators**

* The student will demonstrate network access, saving and retrieving files, navigating their Chromebook and desktop computer in the Middle School lab, identifying and using different digital file types, using a, USB drive, using printers, using a web browser, cloud storage vs local storage (technology standards 3,4, 5, 6)
* The student will critique his or her own Internet and email safety and security (technology standards 3,4,5)
* The student will execute a series of activities on the learning platform.
* The student will recognise and compare different forms of cyber-bullying.
* Students will be able to complete basic tasks using laptops and desktops computers (Copying files to folders, zipping files, adding attachments, customising browsers, organising the computer desktop) technology standards 2,4,6)
* Students will learn keyboard shortcuts to work more efficiently (technology standards 6)

**Second Quarter Performance Indicators**

* The student will produce a simple (formatted) document to demonstrate word processing competency (technology standards 4, 6)
* Students will make a simple presentation using Google Slides.
* Students will work on improving their keyboarding skills (technology standard 6)

**Third Quarter Performance Indicators**

* Students will produce an original promotional movie on a given topic (techonology standards 1,4,6}
* Students will convert the movie to a digital format ready for distribution

**Fourth Quarter Performance Indicators**

* Students will learn and apply basic programming skills (Technology standards 1-6}

**Assessments**

**Assessments**

**First Quarter Assessments and Common Assignments**

* Regular checks on using the LMS and Google applications.
* Soft assessment of computer competency
* Cyberbullying quiz
* Netiquette quiz
* Soft assessment on file conversion and different operating systems.
* Soft assessment on computer literacy and competency.

**Second Quarter Assessments and Common Assignments**

* Microsoft Word Assignment requiring tools & formatting.
* Make a presentation on a given topic (priority is given to content).
* Soft assessment on typing speed and accuracy

**Third Quarter Assessments and Common Assignments**

* Create a simple promotional video using the basic editing techniques.

**Fourth Quarter Assessments and Common Assignments**

* Simple website using basic programming skills.
* Making a simple game using basic programming language.

**Core Topics**

**Core Topics**

**First Quarter Core Topics**

* Acceptable Use Policies
* Mac OSX Operating System
* Using Chromebooks and Google Apps, Note-taking, Planning, and Collaborating.
* Computer Terminology
* Using Different Internet Browsers
* Netiquette
* Internet Safety: viruses, backing-up, cyber-bullying, keeping personal information private.
* Learning about different types of Cyber attacks

**Second Quarter Core Topics**

* Basic word processing competency using Microsoft Word.
* Basic presentation competency using Microsoft PowerPoint, Keynote and or Google slides.

**Third Quarter Core Topics**

* Movie editing – using various editing techniques (i.e. controlling audio levels, transitions, and titling) to complete a movie project.

**Fourth Quarter Core Topics**

Basic HTML and Javascript Programming using:

* Coding website
* M.I.T. Scratch program.

**Specific Content**

**First Quarter Specific Content**

* **Navigating the LMS interface**
* **adding, deleting, viewing and downloading files from Google Drive**
* **Sharing and collaboration on the Google Education Enviroment**
* **converting and working with different files formats**
* **Basic security information about the Internet and e-mail**
* **Privacy concerns**
* **E-mail etiquette**
* **Social networks do’s and don’ts.**
* **Online bullying and implications**
* **Customising browsers**
* **Organising the computer desktop**
* **Adding attachments to mail**
* **Converting documents to PDF format**
* **Using keyboard shortcuts to speed up the workflow**
* **Adding, deleting, moving apps in the dock**
* **How to customise the dock in the computer desktop**
* **How to select the required screen shot**
* **Basic customising of Internet browsers (toolbars and bookmarks)**

**Second Quarter Specific Content**

**Microsoft Word:**

* **Using the ribbon (showing and hiding the ribbon)**
* **Using the home, layout, elements, tables in Word**
* **Basic formatting in Microsoft Word**
* **Using the various styles available**
* **Changing themes in Word**
* **Using templates and how to customise it**
* **Adding shapes and pictures**
* **Options available to**
* **Options available to adjust images and background**

**Microsoft PowerPoint and Google Slides**

* **Adding images to presentations**
* **adding audio and video files**
* **timing presentations**
* **using the notes feature in presentations**
* **Creating transitions and animations**
* **Changing slide backgrounds**
* **Working with themes and templates**
* **Using background images**

**Third Quarter Specific Content**

* **Using preferences panel to customise iMovie application**
* **Using transitions titles and effects**
* **Understanding the events and timeline areas**
* **Adding audio and elements to the timeline**
* **Basic editing techniques in the timeline**
* **Using other applications to add content.**
* **Adding photos, audio, text in the timeline.**
* **Editing audio in the timeline**
* **Converting the finished movie to digital formats ready for distribution**

**4th Quarter Specific Content**

**Coding site:**

* **Coding with Anna and Elsa**
* **Write your first computer program**
* **Make a flappy game**

**Scratch**

* **Exploring blocks**
* **Changing the backdrop**
* **Understanding Coordinates**
* **Drawing using directions**
* **Making shapes using repeat**
* **Creating rainbow painter**

**Resources**

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textbooks:

Scratch programming in easy steps, Sean McManus .

CyberSmart Worksheets,

Apple IOS devices.

Android devices

Digital cameras

Video cameras

Various web-based sources:

https://www.nsa.gov/kids/

https://www.commonsensemedia.org

<https://code.org/learn>

<http://www.appinventor.org>

http://www.bbc.co.uk/guides/z3c6tfr