

# DAILY PLAN

Day	Objective (s)	DOK LEVEL	Activities / Teaching Strategies	Grouping	Materials / Resources	Assessment of Objective (s)
1	Using MS Word, Students will create an Internet Safety Poster	1	Demonstrations given. Integrating technology, computers and MS Word.	W	Computers MS Word	Formative – Completed poster projects assessed!
		2		S		
		3		I		
		4				
2	Using MS Word, Students will create a table	1	Demonstrations given. Integrating technology, computers and MS Word.	W	Computers MS Word	Formative –assessed! Summative Student Self - Assessment- Check list and inventories
		2		S		
		3		I		
		4				
3	Using MS Word, Students will create a comic strip	1	Demonstrations given. Integrating technology, computers and MS Word.	W	Samples Computers MS Word	Formative – Blueprints assessed! Summative – Student Self - Assessment- Check list and inventories
		2		S		
		3		I		
		4				
4	Using MS Word, Students will create a grand opening flyer for their business	1	Demonstrations given. Integrating technology, computers and MS Word.	W	Samples Computers MS Word	Formative – Grand opening flyers assessed! Summative – Student Self-Assessment- Check list and inventories
		2		S		
		3		I		
		4				
5	Using MS Word, Students will create a favorite author poster	1	Demonstrations given. Integrating technology, computers and MS Word.	W	Samples Computers MS Word	Formative – Grand opening flyers assessed! Summative – Student Self-Assessment- Check list and inventories
		2		S		
		3		I		
		4				
6	Using MS Publisher, students will create greeting cards	1	Demonstrations given. Integrating technology, computers and MS Publisher.	W	Samples Computers MS Publisher Projector	Formative – Greeting cards assessed! Summative – Student Self-Assessment-Check list and inventories
		2		S		
		3		I		
		4				
7	Using MS Publisher, students will create Calendars	1	Demonstrations given. Integrating technology, computers and MS Publisher.	W	Samples Computers MS Publisher	Formative – projects assessed! Summative – Student Self-Assessment- Check list and inventories
		2		S		
		3		I		
		4				
8	Using MS Publisher, students will create menu's and brochures	1	Demonstrations given. Integrating technology, computers and MS Publisher.	W	Samples Computers MS Publisher	Formative – Brochures and menus assessed! Summative – Student Self-Assessment- Check list and inventories
		2		S		
		3		I		
		4				
9	Using MS Excel, students will complete a budget	1	Demonstrations given. Integrating technology, computers and MS Excel.	W	MS Excel Computers Projector	Formative – Excel budgets assessed! Summative- Student Self-Assessment- Check list and inventories
		2		S		
		3		I		
		4				
10	Using MS Excel, students will create a pie chart and a bar chart	1	Integrating technology, computers and MS Excel.	W	MS Excel Computers Projector	Formative - Summative – Excel charts assessed!
		2		S		
		3		I		
		4				

11	Using MS PowerPoint, students will create a slide show	1 2 3 4	Demonstrations given. Integrating technology, computers and MS PowerPoint.	W S I	Computers PowerPoint Projector Location Culture Research	Student Self-Assessment- Check list and inventories  Formative - Presentations assessed! Summative- Student Self-Assessment – Check list and inventories
12	Using MS PowerPoint as a visual, students will present	1 2 3 4	Students will present using technology, computers and MS PowerPoint.	W S I	Computers PowerPoint Projector Presentation Location Culture Research Products / Services	Formative Summative- Presentations assessed! Student Self-Assessment- Check list and inventories
13	Using MS PowerPoint as a visual, students will present	1 2 3 4	Students will present using technology, computers and MS PowerPoint.	W S I	Computers Projector PowerPoint Presentation Location Culture Research Products / Services	Formative Summative- Presentations assessed! Student Self-Assessment- Check list and inventories
14	Using MS PowerPoint as a visual, students will present	1 2 3 4	Students will present using technology, computers and MS PowerPoint.	W S I	Computers Projectors PowerPoint Presentation Location Culture Research Products / Services	Formative Summative- Presentations assessed! Student Self-Assessment- Check list and inventories

Teacher Name: Miss O'Brien

Subject: Computer Literacy

Start Date(s): Weeks 1-3

Grade Level: 5 - 6

## Unit Plan

**Unit Title: Microsoft Projects**

**Essential Questions: Which Microsoft program is best for each situation?**

**Standards: PA Core Standards, PA Academic Standards/Anchors (based on subject)**

**R8.A.2.3** - Make inferences, draw conclusions, and make generalizations based on text.

**M8.A.2.1**- Complete calculations by applying the order of operations.

**M8.C.3.1** - Plot and/or identify ordered pairs on a coordinate plane.

**R8.B.3.1** - Interpret, describe, and analyze the characteristics and uses of facts and opinions in nonfictional text.

3.7 – Apply computer software to solve specific problems and needs.

**Summative Unit Assessment : Summative Assessment Objective**

**Assessment Method (check one)**

Students will be assessed on research and projects

Rubric  Checklist  Unit Test  Group  Student Self-Assessment

Other (explain) Projects will be assessed!

**Building: West Hazleton, Freeland, Valley, Drums**