South Williamsport Area School District
Course Plan Template

Teacher: Michelle McGee	School Year: 2014-2015
Course: Computer Literacy – Word/PowerPoint 6 weeks	Intended Grade Level: 7th

Course Summary:
This section of the course will use the Microsoft Office Suite (Word and PowerPoint). The focus of this course is to familiarize students with the basic skills needed to use the software to create projects and assignments both in this class and throughout their high school years.

Course Outcomes:
By the end of the course, students will know:
How to use Word to create a variety of different documents and how to use PowerPoint to create and present a slideshow.
By the end of the course, students will be able to:
Perform basic skills, complete class assignments and projects using the software and print and present two PowerPoint projects to their class.

Standards Targeted[1]
NBEA Standards

Units of Study	
Units Topic	**Primary Learning Outcome**
Organization Skills and the Network Server	Create and manage files and folders within the student's school network account.
Microsoft Word	- Identify parts of the screen and icons used in Word - Format text by changing, fonts, spacing, margins, columns, page numbers, inserting headers and footers. - Insert and manipulate graphics by cropping, re-sizing, inserting, saving, and text wrapping. - Create and format tables.
Microsoft PowerPoint	- Identify parts of the screen and icons used in PowerPoint - Create a multimedia presentation with various backgrounds, text, graphics, transitions, animations, notes pages and hyperlink the

	presentation to sources used. - Students will then present a PowerPoint on their interests and one on a Dream Vacation.
Advanced Learner Recommendations	
Projects can be modified to have the advanced learner put in more details, slides, advanced skills… depending on the project. They can also come in at other times (before/after school) to receive individual help to advance their skill level.	
Struggling Learner Recommendations	
Projects can be modified to have the struggling learner put in less details, slides, advanced skills… depending on the project. They can also come in at other times (before/after school) to receive individual help or remediation on the skills taught in class.	