

PETERS TOWNSHIP SCHOOL DISTRICT

CORE BODY OF KNOWLEDGE (CBK)

COMPUTER APPLICATIONS

GRADE 5

For each of the sections that follow, students may be required to understand, apply, analyze, evaluate or create the particular concepts being taught.

COURSE DESCRIPTION

This course will introduce and reinforce productivity software and digital communication skills. Major units include spreadsheet and graphing, GoogleDrive, and blogging. Key areas of focus include the creation of digital products including spreadsheets, charts, presentations, blog posts, and videos.

STUDY SKILLS

- Utilize class web site and school email to access assignments and resources.
- Maintain an organized folder and class materials.
- Come to class with necessary materials, including project directions, grading rubrics, pencil, etc.
- Self-assess projects and assignments before turning in for a grade.
- Demonstrate responsibility in completing and turning in assignments, including when a class is missed or extra time is needed.
- Organize class files on H drive using folders

MAJOR UNIT THEMES:

1. SPREADSHEET & GRAPHING

- Create and format 2-column and 3-column spreadsheets
- Create and format column charts, double-column charts, pie charts, and line charts
- Using data table from a science lab, independently create and format appropriate spreadsheet and chart

2. GOOGLDRIVE

- Create and format a shared presentation
- Create and send a form
- Create and format a spreadsheet and chart

3. COMMUNICATION & COLLABORATION

- Create and format blog posts
- Appropriately comment on the posts of others
- Email files as attachments
- Work with partner or in a group to create digital products

MATERIALS (and Supplemental materials used in course):

- Teacher-created directions, grading rubrics, and materials.
- Electronic resources (school/class subscriptions)
 - PTSDWebApps
 - Kidblog
 - Grolier
 - Power Library
 - BrainPOP
 - CultureGrams (State Edition)
 - United Streaming
 - TrueFlix
- Web sites and online video clips
- Software: MicroSoft Office and PhotoStory 3 for Windows

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