

Course Description
6th Grade
Computer/Technology

TECHNOLOGY PHILOSOPHY STATEMENT:

God has given us the gift of discernment. In order to utilize technology effectively, students must learn to evaluate digital media of the 21st century. To be informed and productive citizens, best fit for service in God's kingdom, students need to be equipped to use technology wisely, effectively, and responsibly.

OBJECTIVES: An introductory course enabling the student to develop and demonstrate the following skills:

- Increased mouse and keyboard skills
- Knowledge of the basic components of the computer
- Basic problem solving strategies
- Independent use of computers and navigation skills
- Use of OpenOffice.org (word processing, spreadsheets, presentations, etc.)
- Ability to easily navigate research-specific websites
- Internet safety, cyber-bullying, social, legal and ethical issues related to technology
- Acceptable Use and copyright laws

TEXTBOOK: "Sixth Grade Technology, 32 Lessons Every Sixth Grader Can Accomplish On a Computer", Fourth Edition; Part Seven of the Technology Education Series by Structured Learning

TIME ALLOTMENT: 60 minutes per day 2 days a week and 30 minutes a day 1 day per week; one semester

MATERIALS: HP Thin Client t5570e (pc), Gmail, Google Earth, Internet Explorer, www.typingweb.com (keyboarding site), OpenOffice.org (word processing/spreadsheet/presentation freeware), Gimp (photo editing), various literacy and curricular appropriate search engines and websites, etc.

COURSE CONTENT: Course content is aligned with ISTE National Education Technology Standards: creativity and innovation, communication and collaboration, research and information fluency, critical thinking/problems solving and decision making, digital citizenship, and technology operations and concepts.

- Computer Basics (turning computer on/off, identifying computer parts and vocabulary, minimizing/maximizing/moving windows, mouse control, finding/opening applications, printing documents, file management, "Save" vs. "Save As," understanding different applications and which to use for a project, using the menu bar, basic keyboard commands, downloading files/attachments, cutting and pasting graphics and text, switching between applications, etc.)
- Basic Keyboarding (learning parts of the keyboard, correct posture, properly use "home row" keys, Return, Spacebar, Escape, Shift, Tab, Delete, Arrow Keys, Punctuation Keys, finger memory, etc.), regular keyboarding practice, use of internet for keyboarding
- Basic File Management (create/delete/rename folders, create/save files in varying applications, locate saved files, search for files, etc.)

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- Basic Internet skills (opening web browsers, typing URL address and locating websites, using back/forward buttons, using search engines, capture text/images from internet, cite text/images from internet, download files from the internet, website evaluation, etc.), use of internet for research, use of search engines, website evaluation, use of simulation websites such as virtual tours
- Basic word processing skills (understanding common format for papers, Create/Edit/Save/Print a document, using toolbars, formatting characters, using spell/grammar check, formatting paragraphs, spacing, moving/copying text, citations, etc.), continued use and expanding knowledge of word processing application OpenOffice.org (similar to Microsoft Word)
- Basic presentation skills (Create/Edit/Save/Print a presentation, navigate between slides, Add/Delete/Change the order of slides, add text boxes, understand layout and design, use spell check, use background images, adding pictures, clip art, create Autoshapes, import/cite graphics from other electronic sources, Add/Move text, change text appearance, proper use of citations/references, proper use of text), continued use and expanding knowledge of OpenOffice.org presentation application (similar to PowerPoint)
- Basic spreadsheet skills (Understand common format for spreadsheet, Create/Edit/Save/Print a spreadsheet, using toolbars, formatting cells, etc.)
- Basic Digital Photography (using basic camera functions, transferring pictures to a computer/server, basic editing techniques, etc.)

AREAS TO BE EVALUATED: Student evaluation will be based on performance on the various applications being taught in the course. Assessment will include timed practices, quizzes/tests for keyboarding, projects, portfolios that display proficiency in technology skills; word processing, spreadsheets, presentation, and Technology Performance Criteria.

GRADING:

A = 90% - 100%	Participation 50%
B = 80% - 89%	Homework (includes Keyboarding practice) 30%
C = 70% - 79%	Projects 15%
D = 60% - 69%	Quizzes 5%
F = Below 60%	

ADDITIONAL ACTIVITIES: None at this time.