

Planned Course of Study

COMPUTER LITERACY

Grade 6

Technology Department
Salisbury Township School District
1140 Salisbury Road
Allentown, PA 18103

COMPUTER LITERACY
Grade 6
Two Quarters

Learning Objectives/ Content	Teaching/Learning Activities	Evaluation Criteria	State Standard
<p>Objective 1</p> <p>The student will be able to list examples of specialized computer applications in the community.</p>	<ol style="list-style-type: none"> 1. Lecture on the computer programs used in industry and on home computers. 2. Project/Assignments: <ul style="list-style-type: none"> • Research one use of computers in industry • Interview a family member to learn how computers are used in his/her job 	<p>Completion of graded assignments</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section C: Explain and Demonstrate Basic Computer Operations and Concepts.</p> <p>Know specialized computer applications in the community.</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			

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<p>Objective 2</p> <p>The student will be able to demonstrate age appropriate keyboarding skills and techniques.</p>	<ol style="list-style-type: none"> 1. Drill and practice using a typing book. 2. Typing programs used to enhance the lesson. 	<p>Keyboarding software grades according to accuracy.</p> <p>Teacher observation for proper keyboarding techniques.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section C: Explain and Demonstrate Basic Computer Operations and Concepts.</p> <p>Demonstrate age appropriate keyboarding skills and techniques.</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			

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Learning Objectives/Content			
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<p>Objective 3</p> <p>The student will be able to demonstrate touch keyboarding skills and techniques at expectable speed and accuracy.</p>	<ol style="list-style-type: none"> 1. Worksheets using skills to enhance student's performance. 2. Drill and practice to increase speed and accuracy. 	<p>Keyboarding software grades according to accuracy.</p> <p>Teacher observation for proper keyboarding techniques.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section C: Explain and Demonstrate Basic Computer Operations and Concepts.</p> <p>Demonstrate age appropriate keyboarding skills and techniques</p> <p>Standards 3.7.10</p> <p>Section C: Apply Basic Computer Operations and Concepts.</p> <p>Apply touch keyboarding skills and techniques at expectable speed and accuracy.</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			
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<p>Objective 4</p> <p>The student will be able to describe the organization and functions of the basic parts that make the world wide web.</p> <ol style="list-style-type: none"> 1. Gopher 2. FTP 3. Email 4. Telnet 5. Newsgroups 6. World Wide Web 7. URL 8. Domain names 9. Evaluation of web sites 10. Net Etiquette 11. Internet safety practices 12. Search engines, subject directories, and meta search engines 	<ol style="list-style-type: none"> 1. Lecture on the World Wide Web and how it's used in today's work place. 2. Evaluate web sites for accuracy, authority, timeliness, and bias 3. Complete assignments using the World Wide Web as a tool for research. 	<p>Completion of assignments, Teacher observation</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section E: Explain Basic Computer Communications Systems.</p> <p>Describe the organization and functions of the basic parts that make up the world wide web.</p>
Resources/Materials			

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<p>Objective 5</p> <p>The student will be able to apply basic on-line research techniques to solve a specific problem.</p>	<ol style="list-style-type: none"> 1. Research the web using various search engines. 2. Use the web for research in completing an interdisciplinary assignment. 	<p>Completion of assignments, graded according to predetermined rubric.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section E: Explain Basic Computer Communications Systems.</p> <p>Apply basic on-line research techniques to solve a specific problem.</p>
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<p>Objective 6</p> <p>The student will be able to apply advanced electronic mail functions.</p> <ol style="list-style-type: none"> 1. Emphasizing proper etiquette (practice good grammar, spell check) 2. Attaching files to email 3. Emoticons 4. Abbreviations 5. Subject headings should be specific 	<ol style="list-style-type: none"> 1. Students will email other students in order to complete projects (e.g. KeyPal project). 2. Students will attach files to emails. 	<p>Completion of assignments, Teacher observation.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section E: Explain Basic Computer Communications Systems.</p> <p>Apply advanced electronic mail functions.</p>
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<p>Objective 7</p> <p>The student will be able to apply intermediate skills in utilizing word processing such as:</p> <ol style="list-style-type: none"> 1. Open, close, save, save as 2. Print preview 3. Page setup 4. Cut, copy, paste 5. Undo button 6. Toolbars 7. Headers and footers 8. Page break 9. Pictures and clipart 10. Formatting fonts and paragraphs 11. Use spell check and grammar check 12. Print options 	<ol style="list-style-type: none"> 1. Lecture and application. 2. Projects will be given requiring the use of intermediate word processing skills (e.g. inter-disciplinary assignments, business letters, etc.) 	<p>Completion of graded assignments</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D: Apply Computer Software to Solve Specific Problems.</p> <p>Apply intermediate skills in utilizing word processing, data base, and spreadsheet software.</p>
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<p>Objective 8</p> <p>The student will be able to apply knowledge of basic desktop publishing applications such as:</p> <ol style="list-style-type: none"> 1. Choosing a template 2. Entering text 3. Formatting text (color, font, size) 4. Applying designs 5. Insert a graphic 	<ol style="list-style-type: none"> 1. Lecture and application. 2. Project will be given requiring the use of basic desktop publishing applications (e.g. simple sign) 	<p>Completion of graded assignments</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D: Apply Computer Software to Solve Specific Problems.</p> <p>Demonstrate a basic knowledge of desktop publishing applications.</p>
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<p>Objective 9</p> <p>The student will be able to apply basic multimedia skills such as:</p> <ol style="list-style-type: none"> 1. Using design templates 2. Various slide layouts (title, bullet, etc.) 3. Entering text 4. Formatting text (size, color, font) 5. Inserting clip art 6. Adding slides 7. Simple transitions 8. Guidelines <ul style="list-style-type: none"> • Focus on content, not “bells and whistles” • Topics / keywords only – not complete sentences • No more than one sound per slide show • Use the same background throughout slide show 	<ol style="list-style-type: none"> 1. Lecture and application. 2. Project will be given requiring the use of basic multimedia skills (e.g. “All about me” slideshow) 	<p>Completion of assignments, graded according to predetermined rubric.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D: Apply Computer Software to Solve Specific Problems.</p> <p>Identify basic multimedia applications.</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			