

**TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS
COMPUTER LITERACY CURRICULUM
SEPTEMBER 2002**

DISTRICT GOAL

Through the teaching of computer literacy, computer lab related experiences, and classroom integration, the Township of Franklin Public Schools shall give to every pupil the opportunity to develop skills to use computer applications to manipulate and communicate information in an ethical manner. (What is labeled as computer applications from a student perspective is an area that includes much of what teachers frequently refer to as educational technology.) Students will conduct research, solve problems, improve learning, achieve goals, and produce products and presentations in conjunction with standards in all content areas, including other workplace readiness standards. They will also develop, locate, summarize, organize, synthesize, and evaluate information for life-long learning.

Students will:

- 1) identify computer technology;
- 2) acquire basic skills in computer keyboarding;
- 3) apply keyboarding skills to a word processing program, promoting the four-step writing process;
- 4) use computer skills to reinforce skills and concepts in content areas;
- 5) learn to create and use a spreadsheet to manipulate data, solve problems, and graphically display the information;
- 6) learn to use an electronic encyclopedia to develop intellectual curiosity and eagerness for learning;
- 7) develop a knowledge of and foster an appreciation for the computer as a tool;
- 8) develop an awareness of careers that utilize computer technology;
- 9) identify and use websites and evaluate these websites for accuracy;
- 10) recognize and practice responsible and ethical behaviors in regard to technology and information;
- 11) learn to create and manipulate information in a database.