



**TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS  
COMPUTER LITERACY CURRICULUM  
GRADE 5**

SKILL AREA	STUDENT OBJECTIVE	EXAMPLE/ACTIVITIES	RESOURCE/MATERIALS	ASSESSMENT	NJ CORE CURRICULUM STANDARD	WORKPLACE READINESS STANDARD
<p><b><u>WORD PROCESSING</u></b> (continued)</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>● use a word processor to:               <ol style="list-style-type: none"> <li>1) Save a file</li> <li>2) Retrieve a file</li> <li>3) Adjust font size and style</li> <li>4) Align text left, right, or center</li> <li>5) Insert graphics from clipart</li> <li>6) Import graphics from floppy disk or the Internet</li> <li>7) Cut, copy and paste</li> <li>8) Spell check</li> </ol> </li>   <li>● use a word processing software program to compose a document using advanced text formatting techniques including:               <ol style="list-style-type: none"> <li>1) Setting margins</li> <li>2) Spacing</li> <li>3) Orientation</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Demonstration</li> <li>• Class Discussion</li>   <li>• Students will type a document of one or more paragraphs on a topic selected by the teacher in which they demonstrate the skills of setting margins, saving, inserting graphics, aligning, etc., as stated in the "Student Objective."</li>   <li>• Teacher Demonstration</li> <li>• Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Word Processing Program</li> <li>• Floppy Disks</li>   <li>• Computer</li> <li>• Word Processing Program</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Completed Word Processing Document</li>   <li>• Teacher Observation</li> <li>• Completed Word Processing Document</li> </ul>	<p></p> <p>3.2-A</p>	<p>8.4-A1</p> <p>8.4-A1</p>





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<u>RESEARCH - INTERNET</u>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>● evaluate information found on the Internet for accuracy, relevance, and bias.</li> <li>● use Internet Search Engines to locate specific information.</li> </ul>	<ul style="list-style-type: none"> <li>• Class Discussion.</li> <li>• Students will use several web sites to locate information on a given subject.</li> <li>• Information will be compared for similarities and differences.</li> <li>• Class discussion as to why different web sites may have conflicting information and how to judge a site's reliability.</li> <li>• The teacher will demonstrate how to use a few of the search engines such as Yahoo and Google.</li> <li>• Students will practice doing both key word and topic searches.</li> <li>• Students will complete an Internet Scavenger Hunt to find specific information.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer with Internet Access</li> <li>• Printer</li> <li>• Computer with Internet Access</li> <li>• Scavenger Hunt Assignment</li> <li>• Video "Beginner's Guide to the Internet"</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Final Presentation</li> <li>• Student Assignment</li> </ul>		<p>8.4-C2</p> <p>8.4-C1</p>





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<b>DATABASE</b> (continued)	Students will be able to: <ul style="list-style-type: none"> <li>● identify vocabulary terms relating to databases, including Field, Field Name, Active Field, Entry, Form, Label, Record.</li> <li>● create a database with a least 5 fields, enter information into the database, format the information, sort the database, and filter the database.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher demonstration and explanation of database vocabulary.</li> <li>• Students will set up a database on a teacher chosen topic, such as a class address book. They will set up the fields, enter the information, and practice sorting, both ascending and descending, using one or more fields. They will filter the database using one and two criteria. They will then print the sorted and filtered databases.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Database Software</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Printed Databases</li> </ul>		