

**TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS
COMPUTER LITERACY CURRICULUM
GRADE 6**

SKILL AREA	STUDENT OBJECTIVE	EXAMPLE/ACTIVITIES	RESOURCE/MATERIALS	ASSESSMENT	NJ CORE CURRICULUM STANDARD	WORKPLACE READINESS STANDARD
<u>KEY-BOARDING</u>	Students will be able to: <ul style="list-style-type: none"> ● use proper keyboarding techniques. ● type 12 wpm, using all of the keys, with an accuracy of 85% or higher on a timed typing test. 	<ul style="list-style-type: none"> • Class discussion of proper keyboarding techniques. • Keyboarding instruction using a keyboarding program. • Keyboarding practice in the classroom. • Timed keyboarding drills. 	<ul style="list-style-type: none"> • Computer • Keyboarding Software • Teacher made or computer generated Keyboarding Timed Tests 	<ul style="list-style-type: none"> • Teacher Observation • Timed Tests 		8.4-A1
<u>WORD PROCESSING</u>	<ul style="list-style-type: none"> ● use a word processor to: <ol style="list-style-type: none"> 1) Save and retrieve a file 2) Adjust font size and style 3) Align text left, right, or center 4) Insert graphics from clipart 5) Import graphics from floppy disk or the Internet 6) Cut, copy and paste text and graphics 7) Spell check 	<ul style="list-style-type: none"> • Class Discussion and demonstration to review skills taught in Grades K-5. • Students will create a document on a topic selected by the teacher in which they demonstrate the skills of saving and retrieving, setting font, aligning, inserting graphics, etc., as stated in the "Student Objective." 	<ul style="list-style-type: none"> • Computer • Word Processing Program • Floppy Disks 	<ul style="list-style-type: none"> • Teacher Observation • Completed Word Processing Document 	3.2-A	8.4-A1

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<p><u>WORD PROCESSING</u> (continued)</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • use a word processing software program to compose a document using advanced text formatting techniques including: <ol style="list-style-type: none"> 1) Setting margins 2) Spacing 3) Orientation 4) Setting tabs 5) Inserting date and time 6) using the software's thesaurus 7) Inserting special characters 	<ul style="list-style-type: none"> • Teacher demonstration and class practice on using formatting techniques. • Student assignment on a topic selected by the teacher in which the students will demonstrate their ability to set margins, spacing, orientation, and tabs; insert date, time, and special characters; and use a thesaurus as stated in "Student Objective." 	<ul style="list-style-type: none"> • Computer • Word Processing Program • Floppy Disks 	<ul style="list-style-type: none"> • Teacher Observation • Completed Word Processing Document 		8.4-A1
<p><u>SUBJECT AREA INTEGRATION</u> (Educational Applications)</p>	<ul style="list-style-type: none"> • utilize appropriate computer software and the Internet to reinforce skills and concepts in Reading/Language Arts, Mathematics, Science, Social Studies, Health, and other content areas. 	<ul style="list-style-type: none"> • Students will complete Compass (or other CAI software program) assignments in Reading/ Language Arts and Mathematics. • Students will use Compton's electronic encyclopedia and Grolier's on-line encyclopedia for research in Science, Social Studies, and Health. • Students will use the Internet to update research in Science, Social Studies, and Health. 	<ul style="list-style-type: none"> • Computer • Compass Software • Internet Access • Compton's Encyclopedia Software 	<ul style="list-style-type: none"> • Compass' Student Performance History Reports • Teacher Observation • Student Research Projects 		8.4-A1 8.4-B1 8.4-C

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<u>CAREER AWARENESS</u>	Students will be able to: <ul style="list-style-type: none"> ● identify careers that require a knowledge of technology. ● identify technological skills needed for various careers. 	<ul style="list-style-type: none"> • Class Discussion • Students will use the Internet to locate local classified ads from various newspapers. They will read “Help Wanted” advertisements and make a list of at least ten jobs that require technology skills and identify the skills required. 	<ul style="list-style-type: none"> • Computers with Internet Access • Copies of local newspapers’ classified sections 	<ul style="list-style-type: none"> • Teacher Observation • Student Assignment 		8.2-B 8.6-A1
<u>SPREADSHEET</u>	<ul style="list-style-type: none"> ● define a spreadsheet and label the parts of a spreadsheet. ● plan and create a spreadsheet. ● enter data into a spreadsheet. ● perform calculations using formulas. ● define cells, labels, rows and columns. 	<ul style="list-style-type: none"> • Teacher Demonstration • Class Discussion • Review skills covered in Grade 5. • Students will create a spreadsheet on a topic selected by the teacher. They will set up the format, enter the data, compose at least two formulas or functions involving at least two calculations, create a table of the spreadsheet, and print. 	<ul style="list-style-type: none"> • Computer • Spreadsheet Software • Floppy Disks 	<ul style="list-style-type: none"> • Printed Spreadsheets • Teacher Observation • Worksheet on labeling the parts of a Spreadsheet 		8.4-A3

