

COMPUTER/TECHNOLOGY SIXTH GRADE

VALUES AND ATTITUDES

The student will:

Demonstrate responsible and ethical behavior that exemplifies Catholic values when using technology, including respect for property, honesty and compassion.

Understand the impact of technology on society.

Understand the place of technology in everyday life and will discuss basic issues related to responsible use of technology, piracy, plagiarism, and describe personal consequences of inappropriate use.

Feel confident to enhance work through computer applications.

Recognize and utilize relevant versus irrelevant information.

DIOCESAN STRAND A GENERAL KNOWLEDGE

OBJECTIVES

Note: **(M)** with bold text indicates mastery at this level.

Societal issues and ethical behavior related to technology

- Discuss and visually represent changes in information technologies and their impact on society.
- Discuss Copyright Laws and discuss consequences of misuse.
- Identify and discuss minor hardware and software problems.
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Follow an Acceptable Use Policy. (M)**
- Discuss technology skills needed in the workplace and how they impact school students today.
- Discuss how and why databases are used to collect, organize, and analyze information.
- Identify and discuss guidelines for media to consider in developing multimedia projects as a class.
- Recognize and discuss the importance of responsible use of multimedia resources.
- Discuss use of spreadsheets to calculate, graph, and present data in a variety of settings.
- Discuss and establish ethical guidelines for use of personal and copyrighted media.
- Discuss and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines.
- Discuss terms associated with safe, effective, and efficient use of the telecommunications/Internet.
- Discuss, and explain why computers, networks, and information must be protected from intrusion, both malicious and mischievous (AUP/IUP).
- Demonstrate knowledge of responsible, safe, and ethical use of networked digital information.
- Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources.
- Demonstrate and explain the importance of ethical, responsible, and safe behavior when using networked digital information.
- Understand and practice safe handling and protection procedures for removable storage media.
- **Log on/log off, open, close and save files to a pre-selected server. (M)**

STRAND B APPLICATION

OBJECTIVES

Knowledge and skills of technology tools

- Use technology for self instruction.
- Select and justify the use of appropriate online collaborative tools.
- Demonstrate mastery of general computing objectives:
 - a. Contrast different types of computers.
 - b. Give a brief history of the computer.
 - c. Name people, inventions and innovations in technology.
 - d. Explain how a network operates.
- Demonstrate appropriate use of copyrighted materials in word processing documents.
- Discuss and use multi-tasking concepts.
- Select resources based on appropriateness for task.
- **Select and apply the appropriate graphic organizer from a group to complete a give task, e.g., Venn diagram, concept map, timelines, etc. (M)**
- Select and use responsibly computing devices.
- Develop and use search strategies with two or more criteria to solve problems.
- Plan, collect, evaluate, interpret, and use information from a variety of resources to develop assignments about the Eastern Hemisphere, Europe, and former Soviet Republics.

Process data, access, evaluate, interpret, communicate information and solve problems.

KEYBOARDING

- Use proper keyboarding techniques to improve accuracy, speed and general efficiency.
- **Enter text at 25 words per minute with 90% accuracy. (M)**

WORD PROCESSING/DESKTOP PUBLISHING

- **Use word processing as a tool to:**
 - a. **Use the find/replace command. (M)**
 - b. **Insert, position, and remove tabs. (M)**
 - c. **Use thesaurus when applicable. (M)**
 - d. **Set paragraph indentation. (M)**
 - e. **Use appropriate fonts and style in headlines. (M)**
 - f. **Choose justification. (M)**
- Use WP/DTP menu/tool bar features to publish for a specific purpose.
- Demonstrate knowledge of the advantages/disadvantages of using word processing to develop, publish, and present information.
- Select and use WP/DTP features/functions to design, format, and publish assignments.

SPREADSHEET

- **Enter, edit and delete information in a spreadsheet/graphing program. (M)**

- Enter/edit data and use a spreadsheet features and functions to project outcomes and test simple “what if…” statements.
- Select and use chart/graph functions to analyze and display findings in content projects.
- Cite sources.
- **Modify/create spreadsheets to calculate and graph data to incorporate into content area projects. (M)**
- Use spreadsheet terms and functions to calculate, represent, and explain content area findings.
- Modify/create and use spreadsheets to solve problems, make decisions, support and display findings in projects.
- Demonstrate Spreadsheet concepts and terms:
 - a. **Recognize the parts of a spreadsheet. (M)**
 - b. **Understand the purpose of a spreadsheet. (M)**
 - c. **Recognize new menus within the spreadsheet environment. (M)**
 - d. **Select a cell or block of cells. (M)**
 - e. **Change the order of information within a column by sorting. (M)**
 - f. **Insert and delete cells, rows, and columns. (M)**
 - g. **Format a cell block of cells, rows or columns. (M)**
 - h. **Display or remove the column and row headings. (M)**
 - i. **Add a header or footer. (M)**

DATABASE

- Database
 - a. Determine what items to use in a physical database.
 - b. Determine what items to use in an electronic database.
 - c. Retrieve a record from a database-single field, exact match.
 - d. Add new records to a file.
 - e. Organize a file by sorting alphabetically, numerically, or chronologically on a chosen field.
 - f. Print sorted records and use the information.
 - g. Retrieve a record from a database-multiple field, exact match.
- Retrieve a record from a database-partial match.
- Plan and develop database reports to organize, explain, and display findings.
- Cite sources of information used in content area databases.
- Use database sort and search/filter strategies to organize, analyze, interpret, and evaluate findings.

MULTIMEDIA

- Demonstrate knowledge of the advantages/disadvantages of using multimedia to develop, publish, and present information.
- Identify, discuss and use multimedia terms/concepts to develop content projects.
- Use menu/tool bar features to edit/modify/revise multimedia projects to present content information.
- Use student-generated rubrics to evaluate multimedia presentations for elements, e.g., organization, content, design, presentation, citation.
- Electronic presentations
 - a. Understand the concept of a template.
 - b. Understand the concept of color schemes.

- c. Understand the concept of background items.
- d. Add relevant clip art to a slide.
- Demonstrate mastery of graphics concepts:
 - a. Manipulate a graphic and use it to illustrate an idea in another document.
 - b. Create a graphic and export it to another document.
 - c. Use a scanner or digital camera to capture digital images.
 - d. Import a digital image into a word processing document.
- **Use in-camera editing techniques. (M)**
- **Capture still images from various digital sources, e.g., scanners, digital cameras. (M)**
- Use a rubric to evaluate multimedia presentations.

INTERNET

- Internet and Telecommunications
 - a. Develop a project using online resources.
 - b. Implement a project using online resources.
- Use evaluation tools to select Internet resources and information for content and usefulness.

VOCABULARY

Identify, discuss and use the following basic technology vocabulary/concepts as well as terms/concepts introduced in previous grades.

Word Processing/Desk Top Publishing

Minimize document
Resize document
Toggle between 2 open documents
Desktop

Database

Format
Layout
Report

Internet

AUP/IUP
Fair Use
Firewalls
Password
Security
Spam

Multimedia

Multimedia authoring
Web tools