

Course/Grade Level: Sixth Grade Computer Applications

CT.6.1 Students will understand and demonstrate basic skills and concepts of the computer.

Students will...

- CT.6.1.1 key alphabetic and basic punctuation at a minimum of 25 words per minute at 90% accuracy (KS6.10.1)
- CT.6.1.2 examine and classify the hardware components of a computer (KS6.10.1)
- CT.6.1.3 apply strategies for identifying and solving computer hardware and software problems (KS6.10.1)
- CT.6.1.4 distinguish between various types of operating systems
- CT.6.1.5 demonstrate proper posture while working at the computer

CT.6.2 Students will produce word processing documents by identifying and utilizing word processing features.

Students will...

- CT.6.2.1 apply file management independently (KS6.12.1)
- CT.6.2.2 demonstrate bullets and numbering features (KS6.12.1)
- CT.6.2.3 demonstrate borders and shading features (KS6.12.1)
- CT.6.2.4 create various tab settings (KS6.12.1)
- CT.6.2.5 apply proper use of spell-check, thesaurus, and grammar check
- CT.6.2.6 apply font (size, style, and enhancement) changes independently
- CT.6.2.7 apply horizontal alignment independently
- CT.6.2.8 modify document margins independently
- CT.6.2.9 insert graphics into documents independently
- CT.6.2.10 apply correct use of drawing tools independently
- CT.6.2.11 produce various styles of mailable letters
- CT.6.2.12 produce a business style memorandum
- CT.6.2.13 produce properly addressed envelopes
- CT.6.2.14 produce reports with reference pages
- CT.6.2.15 produce various styles of tables

CT.6.3 Students will produce spreadsheet documents by identifying and utilizing spreadsheet features.

Students will...

- CT.6.3.1 enhance spreadsheets with fonts and graphics
- CT.6.3.2 create and print graphs and charts
- CT.6.3.3 perform and display the value of calculations using formulas and functions

CT.6.4 Students will produce databases by identifying and utilizing basic and database features.

Students will...

- CT.6.4.1 define terms relating to databases
- CT.6.4.2 identify major uses of databases
- CT.6.4.3 utilize database functions within spreadsheets

CT.6.5 Students will produce presentations by identifying and utilizing presentation software features in collaboration with content area teachers.

Students will...

- CT.6.5.1 identify tools used in presentation software
- CT.6.5.2 access wizards to create new presentations
- CT.6.5.3 create presentations from outlines
- CT.6.5.4 apply good design rules (see appendix)
- CT.6.5.5 use a variety of templates
- CT.6.5.6 add textual information to presentations
- CT.6.5.7 add visual information to presentations
- CT.6.5.8 deliver presentations

CT.6.6 Students will demonstrate knowledge of social, ethical, and human issues.

Students will...

- CT.6.6.1 describe how the use of technology affects humans in various ways, including their safety, comfort, choices, and attitudes about technology's development and use.
- CT.6.6.2 demonstrate legal and ethical practices when completing projects/schoolwork and discuss consequences of violating others' intellectual property rights.
- CT.6.6.3 follow policies presented in the district Acceptable Usage Policy (AUP) and discuss consequences of inappropriate use of technology.
- CT.6.6.4 understand that installations of software require an appropriate software license, and that the license determines how many times the software may be installed.
- CT.6.6.5 discuss software piracy, its impact on the technology industry, and possible repercussions to individuals and/or the school district.
- CT.6.6.6 describe basic steps needed to protect systems from security problems on the Internet

CT.6.7 Students will use technology to locate, collect, and evaluate information from a variety of sources, and they will use technology to problem-solve and make decisions.

Students will...

- CT.6.7.1 incorporate available technology tools, such as flash drives, smart boards, smart pads, LCD projectors, document cameras, scanners, cameras, and resources to investigate and present information (KS6.10.1)
- CT.6.7.2 research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real world problems.
- CT.6.7.3 evaluate and utilize types of web resources
- personal web pages
 - news web pages
 - business/marketing web pages
 - online library databases
- CT.6.7.4 participate in career exploration – KS 6th Grade Career Pipeline (KS6.15.2)