

GRADE 6 KEYBOARDING
9 Week Course
OVERVIEW

I. PC BASICS

GOALS: Identify equipment components and use appropriate functions of available Windows operating system.

ASSESSMENT: Evaluate skills learned by demonstrating on the computer. Skills will be met with 90% accuracy.

OBJECTIVES:

a. Students will identify hardware/software and input/output devices, elements of a window and demonstrate PC basics skills.

II. KEYBOARDING

GOALS: Students will use the TOUCH TYPING method to develop basic keyboarding skills to prepare them for the 21st century.

ASSESSMENT: Students will demonstrate keyboarding skills using proper keyboarding techniques.

OBJECTIVES:

a. Demonstrate TOUCH TYPING of the alphabet, punctuation, number and symbol keys, using correct keyboarding posture and appropriate hand and arm position.

III. MICROSOFT WORD BASICS AND GRAPHICS

GOALS: Use Microsoft Word to create and enhance documents.

ASSESSMENT: Students will manage software and apply formatting skills to basic word documents with graphics.

OBJECTIVES:

a. Demonstrate ability to create documents in Word.
b. Demonstrate saving and retrieving data.

IV. INTERNET SAFETY

GOAL: Students will use the internet safely.

UNIT ASSESSMENT: Students will demonstrate safe and appropriate Internet use, assessed through teacher monitoring. Quiz on safety, internet predators, and user responsibilities regarding intellectual property.

OBJECTIVES:

a. Understand how the internet functions as a community in cyberspace with a focus on rules and responsibilities of citizens.
b. Use appropriate protocol when opening e-mail to protect computer security.
c. Identify personal safety choices regarding internet safety.
d. Identify characteristics of internet predator.
e. Determine what constitutes intellectual property theft on the internet.