



Pine Grove Area

SCHOOL DISTRICT

Business, Computer, & Information Technology

6th Grade Computer Technology

September 18, 2008

I. PHILOSOPHY

The sixth grade Computer Technology course of the Pine Grove Area School District has been structured to instruct students on Computer terminology, computer ethics and ergonomics, and skills using the Microsoft Office Suite. This course is also designed to reinforce proper keyboarding technique with an emphasis in touch-typing accuracy. The course will allow for the accommodation of many learning styles, motivational levels, and academic abilities.

CORE CONCEPTS

1. **Impact on Society**- Ability to determine the impact of information technology in a global society.
2. **Input Technology**-Ability to use various input technologies to enter data appropriately.
3. **Productivity Software**- Ability to identify and use various productivity software.
4. **Interactive Multimedia**- Ability to use multimedia software to create media rich products.
5. **Information Retrieval** - Ability to gather, evaluate, and cite information from technology sources.
6. **Security, Privacy, & Risk Management**- Ability to explain the risks and dangers of sharing personal information and online predators.

III. COURSE OF STUDY

A. Course Name: Computer Technology

B. Grade Level: Grade 6

C. Length of Course:

1. Frequency: Four 15-day cycles per school year

2. Duration: 42 minutes

D. Academic Level: Grade 6

E. Credits: None

F. Prerequisites: None

G. Course Description:

6th Grade Computer Technology will reinforce proper keyboarding techniques with a strong focus on accuracy. Students will be instructed on various computer concepts and software applications with a focus in the Microsoft Office Suite.

IV. CONTENT: BCIT- Grade 6
CORE CONCEPT 1: Impact on Society

MAJOR OBJECTIVE: Ability to determine the impact of information technology in a global society.

CURRICULUM STANDARD:			
National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p>NBEA Standard I. Impact on Society</p> <p>Access the impact of information technology in a global society.</p>	<p>Teacher will guide students to:</p> <p>Compare and contrast the impact of information technologies on the environment and society-both positive and negative.</p> <p>Describe how information technology changes approaches toward work, family, school, and other cultures.</p> <p>Utilize technology to achieve academic success.</p>	<p>Teacher evaluation of:</p> <p>Technology Usage Video</p> <p>Worksheets</p> <p>Classroom Discussion</p> <p>Guided notes</p> <p>PSSA Test preparation program</p>	<p>Computer</p> <p>Projector</p> <p>Internet Access</p> <p>Worksheets</p> <p>Answer Keys</p> <p>Instructor Generated Resources</p>

CONTENT: BCIT- Grade 6

CORE CONCEPT 2: Input Technology

MAJOR OBJECTIVE: Ability to use various input technologies to enter data appropriately.

CURRICULUM STANDARD:

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p>NBEA Standard IV. Input Technology</p> <p>Use various input technologies to enter and manipulate information appropriately.</p>	<p>Teacher will guide students to:</p> <p>Continue to develop proper input techniques (e.g., keyboarding, 10-key touch pad, scanning, speech recognition, digital linking, digital cameras, student response systems, and the use of a touch screen, mouse, or stylus).</p> <p>Describe ergonomic issues related to input technologies and understand how to correct them.</p> <p>Demonstrate proper safety techniques using input technologies.</p> <p>Compose documents using a variety of input technologies.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>Typing Software</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

CONTENT: BCIT- Grade 6

CORE CONCEPT 3: Productivity Software

MAJOR OBJECTIVE: Ability to identify and use various productivity software..

CURRICULUM STANDARD:

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p>NBEA Standard V. Productivity Software</p> <p>Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.</p>	<p>Teacher will guide students to:</p> <p>Identify and utilize productivity software appropriate for specific tasks associated with grade level.</p> <p>Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum.</p> <p>Prepare projects that include a variety of media and incorporate other content areas.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

CONTENT: BCIT- Grade 6

CORE CONCEPT 4: Interactive Multimedia

MAJOR OBJECTIVE: Ability to use multimedia software to create media rich products.

CURRICULUM STANDARD:			
National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
NBEA Standard VI. Interactive Multimedia Use multimedia software to create media rich projects.	Teacher will guide students to: Research and apply multimedia software appropriate for specific tasks. Utilize multimedia software to create projects to enhance academic achievement across the curriculum. Create multimedia projects collaboratively.	Teacher evaluation of: Guided notes completion Classroom discussion Student performance Teacher observation Independent activities Quizzes Tests	Computer MS Office Software Printer Supplemental Materials Online Resources Handouts Teacher generated resources

CONTENT: BCIT- Grade 6

CORE CONCEPT 5: Information Retrieval

MAJOR OBJECTIVE: Ability to gather, evaluate, and cite information from technology sources.

CURRICULUM STANDARD:

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p>NBEA Standard VIII. Information Retrieval</p> <p>Gather, evaluate, use, cite, and disseminate information from technology sources.</p>	<p>Teacher will guide students to:</p> <p>Evaluate the credibility of information sources</p> <p>Utilize appropriate sources for research purposes</p> <p>Cite sources of all types of data.</p> <p>Use a wide variety of information technology resources to retrieve information.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p> <p>MLA Handbook</p>

CONTENT: BCIT- Grade 6

CORE CONCEPT 6: Security, Privacy, and Risk Management

MAJOR OBJECTIVE: Ability to explain the risks and dangers of sharing personal information and online predators.

CURRICULUM STANDARD:

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p>NBEA Standard XIV. Security, Privacy, and Risk Management</p> <p>Design and implement security, privacy, and risk management policies and procedures for information technology.</p>	<p>Teacher will guide students to:</p> <p>Explain the risks and dangers of sharing personal information.</p> <p>Adhere to privacy, safety and security policies along with district acceptable use policy, web page policies, and student photo policies.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

V. EXPECTED LEVELS OF ACHIEVEMENT

A. Students are expected to reach the sixth grade level of Information Technology. These skills include all of those noted in the specific content area of this curriculum.

B. Grading system for all sixth grade technology classes is as follows:

Grading Scale		
A	90%- 100%	Excellent
B	80%- 89%	Above Average
C	70%-79%	Average
D	60%-69%	Passing
F	0%-59%	Failure

C. Each student's grade will be determined at the conclusion of each marking period.