

# Computer Literacy 6 Overview

Content Area: **Computer Science & Business**  
Course(s): **Computer Cycle 6**  
Time Period:  
Length: **7 weeks**  
Status: **Published**

## Cover

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### **EAST BRUNSWICK PUBLIC SCHOOLS**

**East Brunswick New Jersey**

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Course Adoption: 10/28/1988

Curriculum Adoption: 10/28/1988

Date of Last Revision Adoption: 9/1/2017

## Course Overview

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## **COURSE DESCRIPTION**

The 6<sup>th</sup> grade Cycle curriculum is designed to provide the foundation skills to enable ALL students to effectively, efficiently, and responsibly utilize computing technology and information sources. The curriculum will emphasize the 21<sup>st</sup> century skills to communicate, problem solve, and collaborate in an ever-complex global society Computer Literacy course provides a hands-on laboratory experience. Through the use of modern operating system and software applications, the students will:

- Become aware of their digital footprints, learn to be CyberSmart and develop safe practices while using the internet.
- Conduct online explorations to practice their researching skills and identification of reliable resources.
- Utilize Microsoft Word and PowerPoint through cross-curricular activities that are interspersed throughout the lessons for Language Arts, Career Education and Consumer/Family/Life Skills classes.
- Practice problem solving skills by creating codes to develop algorithms to solve problems.

## **CONTENT FOCUS AREA AND COURSE NAME**

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**Course Name: Computer Literacy – Grade 6 - #3801**

| Course Number | School Numbers | Course Level | Grade(s) | Credits | Min. Per Week | Elective/Required | Initial Course Adopted |
|---------------|----------------|--------------|----------|---------|---------------|-------------------|------------------------|
| 3801          | 055            | S            | 6        | 0.00    | 205           | R                 | 10/28/88               |

## **PRIMARY CONTENT AREA AND SECONDARY AREAS OF FOCUS**

| NJCCC Standard                   |   | NJCCC Standard         |   | NJCCCS Standard                              |   |
|----------------------------------|---|------------------------|---|--|---|
| 1. Visual and Performing Arts    |   | 5. Science             |   | 9. 21 <sup>st</sup> Century Life and Careers | S |
| 2. Health and Physical Education |   | 6. Social Studies      |   |  |   |
| 3. Language Arts Literacy        | S | 7. World Languages     |   |  |   |
| 4. Mathematics                   |   | 8. Technology Literacy | P |  |   |

### **Course Scope and Sequence**

| Sequential Unit | Associated | Marking Period | Other Pacing | Proficiency |
|-----------------|------------|----------------|--------------|-------------|
|-----------------|------------|----------------|--------------|-------------|

| <b>Description</b>  | <b>CPI's to be Achieved</b>  | <b>Guide</b> | <b>Guide References</b> | <b>(Summative) Assessments</b>  |
|---|--|--------------|-------------------------|---|
| <b>Unit 1-</b> Introduction to Computers/ Digital Citizenship | 8.1.8.E.1<br>8.1.8.A.1<br>8.2.8.E.4<br>8.2.8.E.2<br>8.1.8.D.1<br>8.1.8.D.5<br>9.2.8.B.7<br>8.1.8.E.1 | Cycle Course | 8 days                  | <ul style="list-style-type: none"> <li>• Word of the Day Quiz</li> <li>• Internet Safety Assignments</li> <li>• Internet Safety Quiz</li> </ul> |
| <b>Unit 2-</b> Microsoft Word                                 | 8.1.8.A.1<br>8.1.8.A.2<br>8.1.8.D.2<br>8.1.8.D.3<br>8.1.8.D.4<br>8.1.8.E.1                           | Cycle Course | 12 Days                 | <ul style="list-style-type: none"> <li>• Word Labs 1-6</li> <li>• Microsoft Word Project</li> </ul>   |
| <b>Unit 3-</b> PowerPoint                                     | 8.1.8.A.1<br>8.1.8.A.2<br>8.2.8.E.1<br>9.2.8.B.1<br>9.2.8.B.2<br>8.1.8.D.2<br>8.1.8.D.4<br>8.1.8.E.1 | Cycle Course | 10 Days                 | <ul style="list-style-type: none"> <li>• PowerPoint Labs 1-5</li> <li>• PowerPoint Career Project</li> </ul>                                    |
| <b>Unit 4-</b> Coding   | 8.1.8.A.1<br>8.2.8.E.3<br>8.2.8.E.4<br>8.1.8.E.1   | Cycle Course | 5 Days                  | <ul style="list-style-type: none"> <li>• Code.org Course 3 Lessons</li> </ul>   |

### **Textbooks and Other Resources**

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- Students will use Classroom Moodle (teacher website): Classroom.ebnet.org
- Microsoft Word 2016
- Microsoft PowerPoint 2016
- Teacher made Internet Safety assignments
- Teacher made Microsoft Word and PowerPoint Labs
- netsmartzkids.org
- Gcflearnfree.org
- Code.org

## Standards

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|                |  |
|----------------|--|
| TECH.8.1.8.A.1 | Demonstrate knowledge of a real world problem using digital tools.   |
| TECH.8.1.8.A.2 | Create a document (e.g., newsletter, reports, personalized learning plan, business letters or flyers) using one or more digital applications to be critiqued by professionals for usability. |
| TECH.8.1.8.D.1 | Understand and model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics including appropriate use of social media.                       |
| TECH.8.1.8.D.2 | Demonstrate the application of appropriate citations to digital content.   |
| TECH.8.1.8.D.3 | Demonstrate an understanding of fair use and Creative Commons to intellectual property.  |
| TECH.8.1.8.D.4 | Assess the credibility and accuracy of digital content.  |
| TECH.8.1.8.D.5 | Understand appropriate uses for social media and the negative consequences of misuse.  |
| TECH.8.1.8.E.1 | Effectively use a variety of search tools and filters in professional public databases to find information to solve a real world problem.  |
| TECH.8.2.8.E.1 | Identify ways computers are used that have had an impact across the range of human activity and within different careers where they are used.  |
| TECH.8.2.8.E.2 | Demonstrate an understanding of the relationship between hardware and software.  |
| TECH.8.2.8.E.3 | Develop an algorithm to solve an assigned problem using a specified set of commands and use peer review to critique the solution.  |
| TECH.8.2.8.E.4 | Use appropriate terms in conversation (e.g., programming, language, data, RAM, ROM, Boolean logic terms).  |

## Grading and Evaluation Guidelines

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### Grading Policy

- **Quizzes 15%**: Students will take 2 quizzes during computer cycle.
1. **Internet Safety Quiz**: Students will take this quiz after they have completed the internet safety unit.
  2. **Word of the Day Quiz**: Students will complete this quiz towards the end of computer cycle to assess computer literacy terms researched during the cycle.
- **Labs and Assignments 30%**: Students will work through a series of labs and assignments to explore

Microsoft Word, PowerPoint, and how to be safe on the Internet.

1. **Word Processing Labs:** Students will utilize Microsoft Word to complete a series of Word Processing Labs to learn how to utilize different tools to create Word Processing documents.
  2. **Presentation Software Labs:** Students will utilize Microsoft PowerPoint to complete a series of presentation labs to learn how to utilize the tools to create slideshow presentations.
  3. **Internet Safety Assignments:** Students will complete assignments that will explore different topics of Internet safety. Topics include: Digital Footprints, Internet Safety Tips, Cyberbullying and Netiquette
- **Projects 55%** : Students will complete a Microsoft Word and a PowerPoint Project to assess their mastery of content after the completion of the labs.
1. **Microsoft Word Biography Project:** Students will research a person who greatly impacted the world of technology. Students will use the tools they have learned and their research to write a biography about their person in Microsoft Word.

**PowerPoint Career Project:** Students will choose a career that interests them and conduct research to learn more about a chosen occupation in the career. Students will use their research and the tools they learned to create a PowerPoint presentation about their career.

## **Other Details**

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