

The Sixth Grade student at St. Patrick's will become acquainted with technology in a fun, yet challenging learning environment. In the computer lab, each child will learn to locate the parts of the computer, perform basic computer operations and properly care for a computer in their own, individual workstation. He/She will learn to operate several programs and applications through a variety of electronic resources designed to allow students to explore at their own pace. The students will be introduced to online safety and computer ethics through CyberSmart, a lesson plan that uses an interactive website, worksheets and oral discussions.

Goals/Standards	Instructional Tools	Assessment Tools
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Basic Operations & Concepts

Standard A: Students demonstrate a sound understanding of the nature and operation of technology systems.

Standard B: Students are proficient in the use of technology.

Students Can:

- Master efficient keyboard techniques standard 25WPM
- Identify and use editing and formatting features of a word processing document
- Independently operate peripheral equipment
- Create and format text boxes in a word processing document
- Identify and use basic features of a computer operating system and refer to them appropriately
- Save a file to the desktop, hard drive and the network
- Identify the basic components of a computer system, understand their functions and use appropriate terminology when referring to them
- Describe structure and function of a spreadsheet
- Explore peripheral equipment

- Pre-Keys
- Microsoft Word
- Microsoft Excel
- Teacher-selected websites and CD-ROMs
- Printer
- Scanner
- Digital Camera
- Fax/Copier

- Oral Discussions
- Self Assessment
- Skills Tests
- Rubrics

Goals/Standards

Instructional Tools**Assessment Tools**

Productivity Tools

Standard A: Students use technology tools to enhance learning, increase productivity and promote creativity.

Standard B: Students use technology tools to collaborate in constructing technology-enhanced models, preparing publications and producing other creative work.

Students Can:

- Create a spreadsheet to display and compare pieces of information
- Create a database to organize, sort and display information
- Independently create a multi-media presentation aligned with curriculum standards
- Formats tables in a word processing document and uses them to organize information
- Explore an original database, defining field formats and adding new records
- Explore simple operations in a database
- Identify appropriate applications for class projects

- Microsoft Word
- Microsoft Excel

- Oral Discussions
- Self Assessment
- Skills Tests
- Rubrics

	Goals/Standards	Instructional Tools	Assessment Tools
Technology	Students Can:		
Communication Tools			
Standard A: Students use telecommunications to collaborate, publish and interact with peers, experts and other audiences.	<ul style="list-style-type: none"> • Demonstrate use of technology tools for individual and collaborative writing • Create an electronic presentation that contains text and graphics 	<ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Outlook Express • Teacher-selected websites and CD-ROMs 	<ul style="list-style-type: none"> • Oral Discussions • Self Assessment • Skills Tests • Class Projects
Standard B: Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.	<ul style="list-style-type: none"> • Explore the use of application programs for organizing information into charts and graphs • Independently create a slide show presentation to communicate learning with others • Send an email (teacher guided) 		

Goals/Standards	Instructional Tools	Assessment Tools
<p>Ethical, Cultural & Societal Issues</p> <p>Standard A: Students understand the ethical, cultural and societal issues related to technology.</p> <p>Standard B: Students practice responsible use technology systems, information and software.</p> <p>Standard C: Students develop positive attitudes toward technology use that support lifelong learning, collaboration, personal pursuits and productivity.</p>	<p>Students Can:</p> <ul style="list-style-type: none"> Evaluate the accuracy, relevancy and appropriateness of electronic information sources Identify ways in which concepts of personal property apply to technology Discuss common uses of technology in daily life and the advantages and disadvantages those provide Identify copyright issues related to electronic media Create a bibliography in standard format giving credit to others' ideas, images and information found in various resources. Explain potential problems of computer viruses and exercise caution in potential problem areas Validate a website for authenticity Explain how media and technology can be misused to distort or exaggerate information 	<ul style="list-style-type: none"> Oral Discussions Self Assessment Leadership projects

Technology Research Tools

Standard A: Students use technology to locate, review and collect information from a variety of sources.

Standard B: Students use technology tools to process data and report results.

Standard C: Students evaluate and select new information resources and technological innovations based on the appropriateness of specific tasks.

Goals/Standards	Instructional Tools	Assessment Tools
Students Can: <ul style="list-style-type: none">• Use electronic tools to access remote information and collaborate with others to solve problems, research and share information• Evaluate the accuracy, relevance and appropriateness of electronic information sources• Communicate results of research and learning with others using the most appropriate tools• Use search engines to find relevant, unbiased and current information on a subject	<ul style="list-style-type: none">• Grolier Online• Teacher-selected websites and CD-ROMs	<ul style="list-style-type: none">• Oral Discussions• Self Assessment• Skills Tests• Rubrics