Farrington-Kaiser Complex Area
Grade 6 Technology Scope and Sequence

rev. 2/27/03

Basic Operations and Concepts	Social, Ethical and Human Issues	Technology as a Tool for Productivity					Technology as a Tool for Communications	Technology as a Tool for Research	Technology as a Tool for Problem Solving and Decision-Making
Students demonstrate a sound understanding of the nature and operation of technology systems.	**Students understand the ethical, cultural, and societal issues related to technology.** **Students practice responsible use of technology systems, information, and software.**	**Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.**					**Students use technology to communicate, to collaborate, publish, and interact with peers, experts, and other audiences.** **Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.**	**Students use technology to locate, evaluate, and collect information from a variety of sources. Students use technology tools to process data and report results.** **Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.**	**Students use technology resources for solving problems and making informed decisions. Students employ technology in the development of strategies for solving problems in the real world.**
		Word Processing	**Draw & Paint**	**Database**	**Spreadsheet**	**Keyboarding**			
Identify the impact of technology on life globally. Become aware of careers that require computer literacy. Use Internet-related terminology (including but not limited to e-mail, URL, electronic bookmarks, LANs, WANs, WWW, HTML) Compare and contrast: LANs, WANs, Internet, and intranet. Demonstrate knowledge and appropriate use of hardware components, software programs, and their connections,	Demonstrate proper etiquette and knowledge of acceptable use while in classroom, lab, Internet, or Intranet. Comply with laws and examine issues regarding technology in society. Discuss copyright laws/issues and models, ethical acquisition and use of digital information, and citing resources correctly. Describe consequences regarding piracy, intentional virus setting, and invasion of privacy.	Perform software application functions including, but not limited to, opening applications and creating, modifying, printing, and saving documents. Plan, create, and edit documents with a word processor using readable fonts, page alignments, tabs, and ruler settings. Use digital keyboarding standards for data input (one space after each word, two spaces after each punctuation at the end of a sentence, quotation marks, etc. Insert and customize footers and headers. Enter and modify page numbers. Use fame links to link articles together.	Demonstrate proficiency in the use of a variety of input devices (mouse/trackball, keyboard, digital camera, printer, scanner, modem, CD ROM, etc. Create a document using desktop publishing (including multi-column or multi-section documents) with a variety of text-wrapped frame formats. Differentiate between and demonstrate appropriate use of graphic tools found in draw and paint applications. Merge graphics into a W/P document.	Independently load, search, and sort a prepared database to find information. Create a simple data base with 4 fields and 5 records. Search for one attribute using the find function. Print a report containing appropriate information and formatting.	Set up a simple spreadsheet using simple formulas (addition, subtraction, multiplication or division) and functions to calculate results. Use charting and graphing functions to show information contained in a spreadsheet. Import spreadsheet into word processing document.	Demonstrate keyboarding proficiency while building speed to 15 to 20 WPM.	Demonstrate appropriate use of fonts, styles, and sizes as well as effective use of graphics and page design to communicate effectively. Demonstrate proficiency in the use of multimedia authoring programs by creating linear or non-linear projects incorporating text, audio, video, and graphics. Use productivity tools to create interdisciplinary, multimedia presentations/documents for defined audiences (slide shows, posters, newsletters, brochures, or reports which include audio, video, text and graphics.)	Use a variety of strategies to acquire information from electronic resources. Use strategies to locate and acquire information on LANs and WANs including Internet, intranet, and collaborative software. Use a variety of strategies to locate and acquire electronic information in a variety of formats. Search independently using appropriate sources.	Evaluate acquired information. Determine and employ methods to evaluate the electronic information for accuracy and validity. Use research skills and electronic communication, with appropriate supervision, to create new knowledge. Participate with electronic communities as a learner, initiator, contributor, and teacher/mentor.