6th Grade Computer Apps Scope and Sequence

	Keyboarding	Computer Literacy	Restaurant Entrepreneur	Coding	Digital Communication	
Unit Length	90 Days, 10 minutes daily	20 days	30 days	20 days	20 days	
Materials	**Online Software:** www.typing.com	**Online Resource:** Welcome to the Web	*The Restaurant Entrepreneur* B.E. Publishing	**Online Resource:** Tynker	Office 365, One Drive,	
Learning Outcome	Students will improve their keyboarding skills and abilities by applying proper touch technique	Explain copyright protections for online information Compare and contrast web pages for accuracy Differentiate between public and private information Identify and summarize examples and effects of cyberbullying Explain and identify their digital footprint Understand how to operate a computer, including using the keyboard, mouse, and managing files (e.g., saving, opening, organizing documents).	***Microsoft Word:*** *Apply word processing features from the Home Ribbon (bold, underline, font style/size), Insert Ribbon (pictures, shapes, word art,& tables) Design Ribbon (page color, page borders), and Layout Ribbon (page orientation and margins)* ***Microsoft Excel:*** *Basic spreadsheet formatting Organize and graph data Apply formulas and functions* ***Microsoft PowerPoint:*** *Create slideshows by utilizing the elements of good slide design. Apply slide design, transitions, and determine proper slide layouts*	Create and run basic programming/coding Java Script, Python, and Block Coding will be utilized	**Creating and sending emails:** Understanding the format of a professional email (e.g., proper subject line, greeting, body, closing), and the appropriate tone for different situations. **Using email features:** Attachments, CC/BCC, and organizing emails into folders for effective communication management. **Safety and etiquette:** Avoiding spam, recognizing phishing attempts, and understanding the importance of a polite, respectful tone in digital communication.	

Standard	TI.EL.6-8 *The empowered learner content standards sixth-eighth grade are that each student will:*	TI.DC.6-8 *The digital citizen content standards for sixth-eighth grade are that each student will:*	TI.EL.6-8 *The empowered learner content standards sixth-eighth grade are that each student will:*	TI.CT.6-8 *The computational thinker* content standards for sixth-eighth grade are that each student will	TI.GC.6-8 The global collaborator content standards for sixth-eighth grade are that each student will	
	TI.EL.6-8.1 define personal learning goals, select and manage appropriate technologies to achieve them and reflect on successes and areas of improvment in working toward those goals	TI.DC.6-8.1 manage digital identities and demonstrate an understanding of how the digital footprint is permanent and cam impact reputation	TI.EL.6-8.2 navigate a variety of technologies and transfer personal knowledge and skills to learn how to use new technologies	TI.CT.6-8.1 investigate and practice solving problems by using data analysis, modeling, or algorithimic thinking	TI.GC.6-8.1 identify and use collaborative technologies to connect with others	
		TI.DC.6-8.4 demonstrate how to keep personal data secure and understand how data-collection technologies work	TI.DC.6-8.3 demonstrate and model the appropriate use of intellectual property of print and digital media, including copyright, and fair use, by creating a variety of media prodcuts that include appropriate citation and attributuin elements	TI.CT.6-8.3 break down problems into component parts, identify key pieces and use that information to problem solve	TI.DC.6-8.2 demonstrate positive, safe, legal and ethical habits when using technology and interacting with others online	
		TI.RU.6-8 The reflective user content standards for sixth-eighth grade are that each student will evaluate personal preferences for use of technology tools for different tasks or purposes	TI.ID.6-8 The innovative designer content standards for sixth-eighth grade are that each student will:	TI.CT.6-8.4 demonstrate an understanding of how automation works and use algorithmic thinking to design and automate solutions		
		TI.KC.6-8.2 evaluate the accuracy, perspective, cultural sensitivity, credibility,and releveance of resources	TI.ID.6-8.1 select and use digital tools to support design processes, identify constraints and trade-offs and weigh risks			

				TI.ID.6-8.2 engage in design process to develop, test and revise prototypes or create innovative products			
				TI.CC.6-8 The creative communicator content standards for sixth-eighth grade are that each student will			
				TI.CC.6-8.1 select appropriate platforms and tools to create, share, and communicat work			
				TI.CC.6-8.2 create original works or responsibly remix and repurpose other digital resources into new creative works			
				TI.CC.6-8.3 communicate complex ideas clearly using various digital tools to convey the concepts in a variety of accesible formats			