

Technology Education

6th Grade Technology Literacy

Course Outline

Welcome to sixth grade Technology Literacy. This year will be an exciting year. We have ten weeks here and we will complete five units during this time. These units include: Technology Operations and Concepts, Electronic Communication, Microsoft Office, Graphic Communications, and Communicating Design Solutions.

Unit One: Technology Operations and Concepts



- Computer Basics

In this unit we will discuss the History of the Computer, Parts of the Computer, Acceptable Use Policy, Copyright, and the Organization of Electronic Folders. Incorporating these key concepts we will construct an evolution timeline and complete several assignments incorporating computer usage responsibilities and the organization of electronic folders.

Unit Two: Electronic Communication



- Internet Searching and Website Validity
- Information Technology

In this unit we will discuss the History of the Internet and the World Wide Web, Research and Internet Fluency, and Copyright Infringement and Copyright Laws. The projects and activities may include On Guard Online, Family Safety on the Internet, Beware of Spyware Game, and/or the Cyber Criminal Game.

Unit Three: Microsoft Office

- 1) Part 1 - Word
- 2) Part 2 - Excel
- 3) Part 3 - PowerPoint

Part 1 - Word

In this unit we will explore the Basic Features of Microsoft Word, Formatting Toolbars, Using "Shortcut" Commands, Using Templates, and Inserting Tables, Charts and Lists. We will create a final document incorporating all of the key concepts learned throughout this unit pertaining to Microsoft Word.

Part 2 - Excel

In this unit we will explore the Basic Features of Microsoft Excel, Creating Charts and graphs, Spreadsheets, and How to Format graphs. The projects and activities incorporate the key concepts learned in Microsoft Excel and may include a Sports Chart, Wind Chart, Telephone Chart, as well a chart in Getting to Know Your Classmates.

Part 3 - PowerPoint

In this unit we will explore the Function and Features of Microsoft PowerPoint, and Presentation Strategy and Performance. To demonstrate our knowledge of the key concepts of PowerPoint we will create a short presentation on a topic to be announced.

Unit Four: Graphic Communications - Image Manipulation

- Microsoft Movie Maker - Newscast
- Adobe Photoshop - Still image Manipulation



In this unit we will explore the basic features of Adobe Photoshop V. 6.0, Windows Movie Maker, Computer Aided Drafting Software, and Presentation Software. Demonstrating our knowledge of the key concepts of Graphic Communications we will create a video/newscast for alternative energy using Adobe Photoshop and Windows Movie Maker.

Unit Five: Communicating Design Solutions

- Dream Room Project
 - (a) Computer Aided Drafting - Microsoft Word
 - (b) Charts and Budgets - Microsoft Excel
 - (c) Presentation - Microsoft PowerPoint



In this unit we will explore Architectural Drafting, Interior Design, and Budgeting. Programs which will aid in the communication of Design Solutions include Microsoft Excel, Computer Aided Drafting program (to be determined), and presentation software (to be determined). To demonstrate the key concepts of this unit we will design a "Dream Room" as a final project.
