

Name _____ Grade _____ A B

6th Grade Curriculum Checklist for Business Computer Science- Word it Typing Assignments

Standard: Students will utilize the word processing software- Word Unit

Essential Question: How would students use word processing software and its features to create a professional document?

www.gcflearnfree.com Video training					
Lessons/ Videos		Date Completed		Notes Completed	
Day 1 Lessons 1-6					
Day 2 Lessons 7-14					
Day 3 Lessons 15-23					
Skill Tested	Assignment & Activity	File Name	Date Completed	Passed Y N	Grade
Format Columns & Newsletters, Drop Cap, Watermark, and Clip SRT	Activity 17	Activity 17 Wipeout			
Using symbols and Special Characters	Activity 6	Activity 6 Symbols			
Format Tabs	Activity 7	Activity 7 Glee			
Modified Block Style Letter	Activity 25	Activity 25 Complaint Letter			
Outline & Numbers	Activity 32	Activity 32 College Application Process			

Word IT Assignments- Excel

Standard: Students will utilize the spreadsheet software- Excel Unit (6th Grade)

Essential Question: How will students use a spreadsheet software to display data/information to others?

www.gcflearnfree.com Video training					
Lessons/ Videos		Date Completed		Notes Completed	
Day 1 Lessons 1-6					
Day 2 Lessons 7-14					
Day 3 Lessons 15-23					
Skill Tested	Assignment & Activity	File Name	Date Completed	Passed Y N	Grade
Enter data into a worksheet	Activity 1	Activity 1 Social Networking			
Create a pie chart	Activity 44	Activity 44 Search Engines			
Create a column chart	Activity 45	Activity 45 Iphone Games			
Create a line chart	Activity 46	Activity 46 Summer O Games			
Create a bar chart	Activity 47	Ringtones			

Power Point Unit & Assignments (6th Grade Unit)

Standard: Students will utilize the presentation software- Powerpoint Unit

Essential Question: How will students use presentation software to present information/data to an audience/others?

www.gcflearnfree.com Video training					
Lessons/ Videos		Date Completed		Notes Completed	
Day 1 Lessons 1-6					
Day 2 Lessons 7-14					
Day 3 Lessons 15-23					
Skill Tested	Assignment & Activity	File Name	Date Completed	Passed Y N	Grade
Research Information and Present it, hyperlinks, clipart, background images	The Meaning of Color and How to Wash A Car or Healthy Living for Teens	The Meaning of Color and How to Wash a Car or Healthy Living for Teens			

Student Profile Checklist for Business Education Computer Science

Name _____ Grade A B

Century 21 Desktop Publishing

Standard: Student will develop and apply basic desktop skills- Desktop Publishing Unit (6th Grade)

Essential Question: How will students use desktop publishing software and its features to create projects?

Skill Tested	Lesson	File Name	Date Completed	Passed Y N	Grade
Desktop Publishing Century 21	Lesson 78	78 A September			
		78 B Flyer			
	Lesson 79	79 A Text Box			
		79 B Text Box			
		79 C Text Box			
		79 D Flyer			
		79 E Flyer			
	Lesson 80	80 A First Aid			
		80 B Star			
		80C Laptop			
		80D Election			
	Lesson 81	81A Career Fair			
		81 B Career Fair			
		81 C Design			
		81D Conference			
	Lesson 82	82 A Invitation			
		82 B Open House			
		82 C Birthday			
		82 D Apology			
		82 E Certificate			
		82F Award			
	Lesson 83	83 A Memo			
		83 B Memo			
		83 C Minutes			
		83 D Minutes			
	Lesson 84	84 A Fax			
		84B Fax			
		84 C Agenda			
		84D Agenda			
		84E Cover Page			
	Lesson 85	85 Purpose			

