

## Marietta City Schools Pacing Guide

**Subject: Computer Skills**

**Grade Level: Sixth Grade**

**Time Frame: Nine Week Course**

Month / Week	CCS Benchmarks	Skills/Activities	Resources	Assessment
Week 1	Grade 6 Writing #6- Use technology to produce and publish writing.	Pretest students typing skills and model proper use of the Microtype 5 Computer Typing program they will be using in class. Read and discuss the MCSD Computer Network and Internet Acceptable Use Policy.	Microtype 5 Computer Typing Program MCSD Computer Network and Internet Acceptable Use Policy found in the student handbook	Microtype 5 Skill Analysis Report and Classroom Discussions and Observations
Week 2	Grade 6 Writing #6- Use technology to produce and publish writing.	Learn and practice proper typing position and correct fingers to type home row keys, space bar, backspace, and enter.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations
Week 3	Grade 6 Writing #6- Use technology to produce and publish writing.	Continue practice on home row keys, space bar, backspace, and enter using the correct fingers to type these keys.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations
Week 4	Grade 6 Writing #6- Use technology to produce and publish writing.	Learn the letters H, E, I, and R and the fingers that should be used to type them.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations
Week 5	Grade 6 Writing #6- Use technology to produce and publish writing.	Learn the letters O, T, N, and G and the fingers that should be used to type them.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations
Week 6	Grade 6 Writing #6- Use technology to	Learn the letters U, C, and the period key and the fingers that should be used to type	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports

	produce and publish writing.	them. Also learn the correct use to the left shift key to capitalize letters.		and Classroom Observations
Week 7	Grade 6 Writing #6- Use technology to produce and publish writing.	Learn the letters W, B, Y, and the fingers that should be used to type them. Also learn the correct use of the right shift key to capitalize letters.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations
Week 8	Grade 6 Writing #6- Use technology to produce and publish writing.	Learn the letters M, X, P, and V and the fingers that should be used to type them.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations
Week 9	Grade 6 Writing #6- Use technology to produce and publish writing.	Learn the letters Q, Z, and the keys comma and colon and the fingers that should be used to type them.	Microtype 5 Computer Typing Program	Microtype 5 Lesson Reports and Classroom Observations