

Computer Curriculum Proposal

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5th Grade:

Keyboarding

The major emphasis on grade 5 should be on keyboarding. The goals to be achieved in keyboarding should be as follows:

- By the end of the course, students should be able to demonstrate proper keyboarding technique and posture.
- By the end of the course, students should be able to type a minimum of 20 words per minute on 3, 1 minute timings, with a minimum of 3 errors.

For those students who surpass this goal, emphasis will be placed on maintaining accuracy as well as on improving speed.

Basic Skills

Upon completion of the 5th grade computer course, students should understand basic rules of computer use. This would include: no food or drink in the computer lab, keeping hands off the monitor etc...

Mastery of basic skills would also include mastery of basic keyboard shortcuts – such as those for opening, saving, and printing files.

Online Skills

Upon completion of the 5th grade computer course, students should be able to demonstrate effective search strategies within “kid friendly” search engines and directories. Emphasis would be placed on both information and image searches.

In addition, students should be able to demonstrate Internet safety upon completion of the 5th grade computer course.

6th Grade:

Keyboarding

5 minutes of each period should be spent on keyboarding each day. Upon completion of the 6th grade computer course, students should be able to type 25 wpm with 90% accuracy.

Word Processing

The major emphasis of the 6th grade computer course should be on word processing. The topics covered would include:

- Alignment (Left, Center, Right, Justify)
- Bold
- Clip Art
- Copy & Paste
- Cut & Paste
- Find & Replace
- Fonts
- Font Color
- Font Size
- Google Images
- Line Spacing
- Save and Save As
- Spell Check
- Tables – (Creating a Table)
- Text Wrapping

Desktop Publishing

Time should also be spent during 6th grade on teaching students the basics of MS Publisher. The final goal of this time will be to have students create an original publication. In addition, students should also be able to explain the appropriate uses for desktop publishing vs. Word Processing.

PowerPoint

Time should be spent on teaching students the basic skills involved in using MS PowerPoint with the end goal of having students create an original PowerPoint utilizing text, images, transitions, and animations.

Spreadsheet

Time should be spent on teaching students the basic skills involved in using spreadsheets including: cell formatting, merging cells, using borders, using color, and using autosum.

7th/8th Grade:

Keyboarding

5 minutes of each day should be spent on keyboarding. Upon completion of the middle school computer course, students should be able to type 30 wpm with 90% accuracy.

Word Processing

Efforts during the middle school computer course should focus on report formatting and newsletter formatting. Report formatting will include creating title pages, headers & footers, table of contents, tables, and bibliography pages. Newsletter formatting will include creating documents in columns, word art, smart art diagrams, symbols & special characters. Note: the middle school computer course will once again feature the use of MS Word and Google Documents.

Spreadsheets

Spreadsheets will also be a key component of the middle school computer course. The unit will begin with a review of basic skills as there will be 7th graders who have not been exposed to spreadsheets before. Outcomes will include the creation of a spreadsheet grade book and a spreadsheet workbook with line, column, and pie charts. This unit would include the use of MS Excel and Google Spreadsheets.

Presentations

Presentations will also be featured as a part of the middle school computer course. As a final outcome, students will create a presentation that includes the following elements: title slide, Smart Art diagram, organizational chart, clip art, photographs, transitions, animations, media clip, timings, and closing slide.

Photostory

The middle school computer course will feature the use of the Photostory program. As a final outcome, students will create a short video using images, titles, text, customized motion, and music.

Internet for Daily Life

The middle school computer course will include a unit called **Internet for Life**. This unit will feature using websites to shop, order parts, make airline reservations and vacation plans, finding information, and evaluating news stories.