5th Grade Computer Course
North Boone Upper Elementary School
2014-2015 Academic Year

Background:
Over the past two years, 5th graders at North Boone Upper Elementary School have received one hour a week of keyboarding instruction over the course of the school year. This has been roughly the equivalent of one quarter of instruction. Beginning in the fall of 2014, fifth grade students will meet for one hour a day of computer instruction for an entire semester. This will provide greater continuity and allow students the chance to practice their skills on a regular basis and therefore achieve at a higher level.

Content:
The course will consist of eight weeks of keyboarding instruction, followed by ten weeks of word processing and basic desktop publishing.

Units of Study:
Unit 1: Keyboarding – Letters and Symbol keys: Using direct instruction, guided practice, individual assignments, and games (online as well as classroom games) students will learn proper touch-typing techniques for the letter and symbol keys.

Unit 2: Keyboarding – Numeric Keys & Symbol keys: Using direct instruction, guided practice, individual assignments, and games (online as well as classroom games) students will learn proper touch-typing techniques for the top row of keys and the 10 key numeric keypad.

Unit 3: Word Processing: This unit will teach basic word processing techniques: including editing, formatting, and tables. Students will learn these techniques by creating a variety of documents: including short stories, posters, electronic journals, personal letters, business letters, and one page research reports.

Unit 4: Desktop Publishing: In this unit, students will learn basic desktop publishing tools and techniques. Topics to be covered include: Drawing tools, auto shapes, using templates, graphic objects (Word Art, photos, clip art, backgrounds, and textboxes). Students will learn these techniques by creating a variety of documents: including flyers, coupons, and event tickets.

Required Software:
In this course, we will use the following software:
- Microsoft Word
- Google Documents
- MS Publisher