Grade Level: 6th Grade

Subject/Course: Word Processing & Internet (45 days)

Topics Covered In Order:

A. Parts of a computer
    a. Mouse
    b. Keyboard
    c. Software vs. Hardware
    d. Parts of a screen
B. Introduction to Keyboarding
    a. Posture
    b. Home row
    c. Top row
    d. Bottom row
C. Keyboarding
    a. Typing Club - Jungle Lesson Plan
    b. Accuracy
    c. Speed
    d. Posture
D. Introduction to Word Processing
    a. Google Docs
    b. Cover Page
    c. Lists
    d. Tables
    e. Poster with graphics
E. Internet Safety
    a. Security
    b. Cyberbullying
    c. Current Events involving internet safety

Resources Used (Textbook, supplemental programs): Canvas, Google, Typing Club, Internet Safety articles & scenarios

Grade Level: 7th Grade

Subject/Course: Software Applications (45 days)

Topics Covered In Order:

A. Review parts of a computer
    a. Mouse
    b. Keyboard
    c. Parts of a screen
    d. Software - Microsoft vs. Google
    e. Basic Computer terminology
B. Keyboarding
    a. Review posture
    b. Pretest Speed & Accuracy
    c. Typing Club - Basics lesson plan
    d. Posttest Speed & Accuracy
C. Word Processing Software Review
    a. Google Docs
    b. Show me what you know exercises
    c. Text formatting
    d. Line spacing
    e. Lists
    f. Tables
    g. Graphics
D. Introduce Presentation Software
    a. Google Slides
    b. Order of operations
        i. Purpose
        ii. Theme
        iii. Content
        iv. Images
        v. Transitions
        vi. Animations
        vii. Rehearse
    c. Presentation Skills
E. Introduce Spreadsheet Software
    a. Google Sheets
    b. Formatting cells
    c. Collecting data
    d. Calculating data - sum, average, minimum, maximum
    e. Presenting data using graphs

Resources Used (Textbook, supplemental programs): Canvas, Typing Club, and Google Software

Grade Level: 8th Grade

Subject/Course: Computer Concepts (45 days)

Topics Covered In Order:

A. Internet Safety Reviewed
    a. Security
    b. Scenarios
    c. Current events
B. Device tools
    a. Chromebook settings & shortcuts
    b. Google Drive organized
    c. Gmail tools
C. Constructing an email
    a. Parts of an email
    b. Gmail
    c. Purpose
    d. Formal vs. Informal
    e. Cc & Bcc
    f. Attachments
D. Software Applications Revisited
    a. Google Docs - ordered vs. unordered lists
    b. Google Slides - informative presentation
    c. Google Spreadsheets - budgets
    d. Google Calendar - scheduling & sharing events
E. Introducing code.org
    a. Basic Computer Coding
    b. Computer processing
    c. Language times
    d. Problem solving tasks

Resources Used (Textbook, supplemental programs): Canvas, Google Software, Internet Safety news & articles, code.org, student gmail & drive accounts