Computer Essentials – Curriculum Map

UNIT	WEEK
Unit 1: Basic Computer Concepts Learn proper typing posture and technique, build typing speed to 40 WPM with 90% accuracy by Week 15. Understand the four basic functions of a computer, the four basic components of a computer, and the computer's increasing influence in everyday life. Understand basic computer terminology/definitions. Get familiar with the Windows 11 interface – use mouse navigation and selection, use menus and toolbars, run multiple applications simultaneously and switch between them.	1-3
Unit 2: File Management Learn how to create, rename, and organize files and folders. Understand the proper use of files and folders. Use Windows File Explorer and Google Drive to search for, open, and save files. Understand the purpose of file extensions and be able to recognize common file types.	4-6
Unit 3: Word Processing Learn basic formatting operations that a word processor can perform. Understand how these operations are implemented in Google Docs.	7-10
Unit 4: Spreadsheets Learn how to perform basic calculations in a spreadsheet. Understand how these operations are implemented in Google Sheets.	11-13
Unit 5: Slideshow Presentations Learn how to create effective slideshow presentations. Understand what is meant by effective content, design, and delivery. Understand how to implement an effective presentation in Google Slides.	14-16

Grading:

25% Assignments
30% Tests and Quizzes
5% Participation
40% Typing speed