

Computer Technology Course Description

Grade level: 7

Number of weeks: 20

Today, people need keyboarding skills more than ever since each of us are composing at the computer, sending e-mails, and surfing on the Internet. The proper "touch system" of keyboarding is most important since it determines our speed and accuracy. Virtually all jobs for today's students will require some degree of computer expertise. Keyboarding skills are a definite asset for professional as well as personal goals.

This course is setup for the beginner, a student who has had some time learning home row however also combines the "hunt and peck" method that has become a habit. We also want to reach students wanting to improve their techniques using the computer keyboard.

Computer Technology is a course designed to teach the touch-type method of keyboarding and beginning level computer skills to 7th grade students. The course is intended to increase student keyboarding skills through drill practice and reinforcement of correct techniques. Students enter the course with timed-writing level competences recorded by the teacher (12-15 wpm on average) and are then expected to improve keyboarding speed and accuracy, ultimately typing at least 15 words a minute with no more than 5 errors.

Students will use word processing skills to create, format, and edit personal and business notes, letters, envelopes, and reports. Students will also be introduced to multimedia presentation software so they will be able to present their projects in a slide show format. Internet sites such as tweentribune.com and epals.com will also be used to enhance students' keyboarding skills and to develop 21st century learning skills. This course will prepare all students for future use on a computer in high school, college, and their careers.