Copmuters 7
Curriculum

Unit 1: Introduction to Computers
Time: First week
Key Concepts:

- Computer Lab Rules
- Big Rapids Public School User Agreement
- User Agreement & Password
- Navigation: Windows, Windows Explorer, Internet, Network
- Positioning: Sitting
- Positioning: Hands
- Arch and curve fingers
- Touch method typing: Use of computerized typing tutorials
- Typing Tutorial
    - Beginner's Course
    - Review Course
    - Number Key Pad
- Accuracy & Speed Calculations
- Frequent Errors
- Characters not on keyboards
- Beginning Assessments
- Copyright
- Plagiarism
- Editing

Benchmarks: TCH1, TCH4, TCH5, TCH7

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Unit 2: Typing Master Tutorial
Time: 9 weeks
Key Concepts:

- Touch method typing
    - 40 computerized lessons
        - -mastering spatial arrangement
        - -correct fingering for striking keys
        - -operation of function keys
        - -proper care of equipment
        - -spelling and punctuation review
        - -ergonomics
        - -improved key stroking for sustained periods of time
    - Individualized review-paced key stroking
    - Recorded Time, Accuracy and Speed Tests-forced key stroking

Benchmarks: TCH1. TCH2

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Unit 3: The World of Computers
Time: 1-3 days (6 weeks)
Key Concepts:

- Terminology (3 weeks)
- History
- Computer types
- System Configurations
- Computer Components: Hardware
- Networks
- Storing and retrieving information: Disks and C.D.
- Evolution of games
- Ethics and Issues
- The Internet: educational sites and searching
- Input and Output Devices
- Productivity Software and Life Use
- Emerging Technology: The future of computers.

Benchmarks: TCH 1-TCH 5

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Unit 4: Word Processing: MS Office Basics

Key Concepts:

- Shortcut bar
- Starting Office
- Using the Mouse
- Menus, Toolbars and commands
- Select Menu Items
- Options in a dialog box
- Using the keyboard
- Zoom Option
- Help menu
- Tip Wizard

Benchmarks: TCH.4

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Curriculum

Unit 5: MS Word: Create and Print Documents

Key Concepts:

- Default settings
- Create a new document
- Saving a document
- Closing a document
- Exit Word
- Use of Tab key
- Autocorrect
- Spell-check
- Insertion Point Movements

Benchmarks: TCH.1, TCH.2. TCH.4

Computers 7
Curriculum

Unit 6: MS Word: Letters

Key Concepts:

- Components of letters
- Personal Letter
- Block Letter
- Modified Block Letter
- Date features
- Uppercase Mode
- Previewing a document

Benchmarks: TCH.4

Computers 7
Curriculum

Unit 7: MS Word: Opening and Editing Documents

Key Concepts:

- Retrieve Document from network.
- Insert and Overtype mode
- Saving options
- Undo and Redo
- Select and delete
- Show/Hide
- Non-Breaking spaces
- Preview a file
- Print a file without opening
- Print multiple files
- Add & Sort files
- Find files
- Editing symbols
- Editing documents for errors
- Punctuation and Spacing tips

Benchmarks: TCH.1, TCH.4

Computers 7
Curriculum

Unit 8: MS Word: Text Alignments and Enhancements

Key Concepts:

- Text Alignment
- Vertical Centering
- Change Font Face, size and style
- Font Options
- Remove Character Formatting
- Use Symbols and Special Characters
- Bullets and numbering

Benchmarks: TCH.4

Computers 7
Curriculum

Unit 9: MS Word: Format and Change Documents

Key Concepts:

- Line Spacing
- Set or fix Margins
- Indent Text
- Hanging indents
- Format multi page reports
- Auto Format
- Set margins
- Cut and paste
- Drag and Drop
- Format Painter
- Move Text
- Copy and Paste

Benchmarks: TCH.4