

Computer Essentials Curriculum Map

Topic	Date
Keyboarding – Proper posture and technique, type at 40 wpm	Aug. / Sep. Jan. / Feb.
<u>Basic Computer Concepts</u>	
A. Understand four functions of a computer.	
B. Understand computers' increasing influence in every day life.	August /
C. Understand basic computer terminology/definitions.	January
D. Understand basic computer components.	
<u>Windows Interface</u>	
A. Mouse navigation and selection	
B. Windows, menus, toolbars	August /
C. Running multiple applications and switching between them	January
D. Help	
<u>Computer File Management</u>	
A. Understand the proper use of and create files and folders	
B. Use windows explorer, open, save and save as dialogue boxes	September /
C. Understand File Extensions	January
<u>Word Processing</u>	
A. Basic formatting operations that a word processor can perform.	Oct. / Nov.
B. Understand how these operations are implemented in Microsoft Word.	Feb. / Mar.
<u>Spreadsheets</u>	
A. Basic operations and purpose of a spreadsheet.	Nov. / Dec.
B. Understand how these operations are implemented in Microsoft Excel.	April
<u>Slideshow/Presentation Software</u>	
A. Basic operations and purpose of a slideshow program.	December /
B. Understand how these operations are implemented in Microsoft PowerPoint.	May

Practicing typing at home:

<http://www.typingweb.com>

This matches my curriculum well

Send email to wkranz@libertycommon.org for login/password

<http://www.typing-lessons.org>

Good site for practicing accuracy

<http://www.nimblefingers.com>

Good typing lessons

<http://freetypinggame.net>

Lessons, tests, games (ignore the ads)

<http://www.nitrotype.com>

Racing game (avoid time in the garage)

Grading:

50% - Assignments, tests, and quizzes

50% - Typing (5% on correct form, 45% on typing speed)