

KEYBOARDING / COMPUTER CURRICULUM GUIDE

Brookings School District 5-1

PHILOSOPHY STATEMENT

The K-12 Keyboarding/Computer program will equip the students with skills for life-long learning. The use of computer technology will provide learning experiences that develop higher order-thinking skills, enhance creativity and encourage personal expression.

Keyboarding/Computer education focuses on developing the computer skills of all students, regardless of their educational and career goals. All students should have access to the Keyboarding/Computer education program regardless of the gender, race, religion, disability or national origin.

Keyboarding/Computer continues to have a major impact on society. The impact has been felt in the schools as students and staff continue to use computers for accessing, processing and presenting information.

Internet use, desktop publishing, data base accessing, spreadsheet, calculations and independent exploration of software for learning new information are examples of technology skills students of today will use tomorrow for study, work and community participation. Students need to understand the impact of technology on society as well as exhibit ethical behavior in the use of computer technology.

These Keyboarding/Computer curriculum objectives are being presented as skills for every student. Basic grade appropriate skills are taught and reinforced at all levels by the classroom teachers. Students graduating from Brookings Public Schools have been taught technology skills, which will help them be problem solvers, information seekers and effective communicators.

It is critical that the following curriculum objectives be reviewed and revised on an annual basis. This is important for the school district as computer technology changes at such a rapid pace and technology access in the school will continue to improve each year. These changes must be reflected in the curriculum.

Keyboarding / Computers K-12

Note: Each grade level will be responsible for reviewing the Keyboarding/Computer skills from the previous years.

Elementary

Kindergarten

The student will learn to:

- identify the parts of a computer: monitor screen, keyboard and mouse.
- start and shut down a computer properly.
- practice log on/log off.
- demonstrate mouse skills.

First Grade

The student will learn to:

- quit a program properly.
- identify and understand icons and menus.
- identify letters and numbers on the keyboard.
- understand keyboard division: right/left hand placement.
- understand the concept of cursor.
- use paint tools: paintbrush/pencil/line/rectangle/oval/paint can.
- use the undo feature and the eraser tool in paint.
- use and handle a CD-ROM properly.
- understand and use a printer.

Second Grade

The student will learn to:

- demonstrate proper posture while at a computer.
- use the left hand for keys on the left side of the keyboard, use right hand for keys on the right side of the keyboard.
- identify and use delete/backspace, shift key and insertion point.
- type first and last name using hands on correct side.
- add label to paint or draw document using text box.
- change text attributes such as font, size and style.

- understand how to access a website and use location/address bar.

Third Grade

The student will learn to:

- understand and master home row placement of fingers.
- master right and left side key placement.
- resize and scroll a window.
- center text using alignment tools.
- use tab key to indent text .
- use the page setup feature to show a document in landscape mode and portrait mode.
- understand the concept of letting the computer word wrap.
- introduce single and double spacing.
- type and print a short story of at least five sentences using correct spelling, capitalization, punctuation and spacing.
- recognize and respect copyright .
- evaluate validity of online information.

Note: The priority for 4th & 5th grade is for the students to learn the basic keyboarding skills. Items will be reinforced through classroom activities, skills and techniques taught.

Fourth Grade

The student will learn to:

- learn basic keyboarding skills (using textbook and Type to Learn program).
- strive to reach a minimum of 12 net words per minute emphasizing proper finger placement and technique by the end of the year.
- electronically check a document for correct spelling and grammar.
- use cut, copy and paste.
- identify and use the toolbar icons within their word processing program.
- use an Internet Web browser to search for a specific piece of information.
- save to a storage device.
- reinforce text attributes: center, font, and size.
- manipulate the layout of a document using margins, justification and line spacing.

Note: Keyboarding skills will be reinforced in 5th grade through classroom activities, skills and techniques taught.

Fifth Grade

The student will learn to:

- strive to reach a minimum of 20 net words per minute, emphasizing proper finger placement and technique by the end of the year.

- create a two-column document in a word processing program.
- place page numbers in a word processing program.
- explore the use of the digital camera, scanner, spreadsheets, tables or slide show.
- master text attributes such as font size, font style, margins and line spacing.

Middle School

Note: Middle School students will reach a typing speed 35 wpm by the end of 8th grade.

Sixth Grade

The student will:

- review basic keyboarding skills, focusing on correct finger placement, accuracy, speed and posture.
- create a personal/friendly letter using block format with mixed punctuation.
- use file management skills to save files correctly.
- reinforce computer skills in all areas.
- review the standard and formatting tool bars.
- exposure to basic report layout.

Seventh Grade

The student will:

- reinforce keyboarding skills throughout curriculum.
- review file management skills – toolbars, show/hide, standard and formatting, spell check.
- produce a one to two page-unbound report.
- create a title page.
- introduce proof reading symbols.
- understand personal/business letter format.
- review file management skills.
- create a memo using correct format.
- create a basic spreadsheet with chart.
- review tools and menus for reports, tables and drawing.
 - inserting headers/footers
 - line spacing
 - page numbers
- create tables.
- create a basic presentation using powerpoint.

Eighth Grade

The student will:

- reinforce keyboarding skills via daily assignments with warm-ups.
- achieve a 35 wpm speed for typing.
- produce various reports including unbound and bound reports with references and bibliography.
- learn to use headers/footers, page numbers, inserted dates, and hanging indent in reports.
- learn symbols and borders.

- learn more about the drawing toolbar.
- explore basic Excel spreadsheets, tables and charts with simple formulas through a variety of integrated curriculum projects.
- create business letters with letterhead.

High School

Tech Tools

Ninth - Twelfth Grade

The student will learn to:

- be comfortable with the controls and procedures necessary to operate computer equipment and peripherals including the printer, networks, scanners, and digital cameras.
- master file management skills.
- use word processing to understand the application and creation of memos, business/personal letters, reports, tables, newsletters, brochures, flyers, etc..
- use spreadsheets to understand the application and creation of worksheets that contain formulas, graphs, charts, etc..
- use database to understand the application and creation of forms, reports, tables/lists, mail merge and queries.
- use integration of word processing, spreadsheets and database to create a variety of projects
- use software to create a variety of presentations.
- use Internet to enhance research skills and graphics, which improve appearance of final project.
- use drawing tool bar to create a variety of multi layer projects.
- reinforce copyright/teach how to cite a source.
- reinforce importance of evaluating validity of online information.