

# Computers 6

## Computer Introduction (2 weeks)

Day 1—Classroom rules. On handout. Go over rules and consequences.

Day 2—Computer usage rules. On handout. Go over their station and what they are responsible for. Go over popups and rules for downstairs lab (all computers).

Day 3—Chromebook usage and rules. How to handle and treat a Chromebook. Classroom expectations.

Day 4—Sign into computers. Go into Chrome and sign in to Google Account and Drive (ensure everyone can login). Cometcloud.net

Day 5—Gmail, Docs, and Skyward

**Assignment: In Class (1)**

Day 6—Continuation of Day 5.

By the end of Day 5, everyone can log into Skwyard (see their gradebook, attendance, lunch, and discipline), send an email (with an attachment), use the automated directory of students/teachers, and share a document (cover edit/view/comments).

Day 7—Pass out Chromebooks and sign in.

Day 8— Go over keyboard. Split the students into groups and have them color the full layout of the keyboard--should take until Monday.

Day 9-10-- Keyboard Project (due at the end of the hour Monday).

**Assignment: Poster (20)**

## Keyboarding (4 weeks)

Day 1—Start computers. Explain startup and shutdown procedure. Create file folder. Explain saving. How to save and where to save. Create FILE FOLDERS. Explain the difference in Home Rows and Home Keys. Start typing Home Row Keys: ASDF JKL;

Day 2—Grade keyboards. Continue Practicing Home Row Keys. Students will begin typing out of the book today.

Day 3—Start typing. Final day of Home Row Keys. Left and Right hand. Take typing speed test. Typingtest.com

**Assignment: 10 WPM Test (10)**

Day 4-Week 6. Finish learning/typing the keyboard. Take intermittent tests to show increase in speed/accuracy. We will learn 2 keys per day (and reinforcement days) until the keyboard is complete

**Assignment: First Typing Score (15)**

Warm ups in weeks 1-4. Students will come in daily and begin typing previous day's keys for 5 minutes. They are required to type 3 lines in 5 minutes every day. At the end of the 5 day week, they would be required to have 15 lines completed. This is an all or nothing grade. If they have all their lines, they get 10 points, if not, they get 0 points. Students will be excused for any missing days or computer issues.

**Assignment: Random warm up checks (3) throughout the remaining 6 weeks @ 10 points each**

### Typing Papers in MLA (3 weeks)

Day 1—Go over proper way to type MLA. Give students the first paper answer key to type. Explain that it is to be typed EXACTLY as the paper in front of them. Strive for perfection, not just getting it done quickly. Accuracy in proofreading!!

**Assignment: How to Format a Paper (10)**

Day 2— Go over common Proofreading marks. Take notes on the proofreader marks that we will use in class

Day 3-4—Proofreading, proofreading, proofreading. Being able to type a paper with corrections.

**Assignment: Page 74 (10)**

Day 5-6— Continue proofreading/typing reinforcement. Go over proofreading for accuracy, not just to get it done quickly.

**Assignment: Page 75 (10)**

Day 7-8— Continue proofreading/typing reinforcement.

**Assignment: Page 83 (10)**

Day 9-10— Proofreading Quiz. Share a paper with a classmate and have them make comments on their paper.

**Assignment: Proofreading the Doc (15)**

Week 3—Finish going over keyboard in Word, Proofreader marks, and Google Docs. Allow time for reinforcement of above lessons and the final proofreading test

**Assignment: Proofreading Test 1 (15)**

**Assignment: Proofreading Test 2 (15)**

### Extra Projects in Word and the Internet (3 Weeks)

Day 1-2—Creating a Poster. Students will be able to add and manipulate word art and clip art in Microsoft Word

**Assignment: Locker Poster (10)**

Day 3-4 —Haiku. Expand on previous poster project. Explain Haiku. Students will be able to illustrate one Haiku using Microsoft Paint and Word. Explain saving pictures and different file extensions (.doc vs .jpg).

**HOMEWORK: Students must create 3 Haikus and have them in class the next day.**  
**Assignment: Haiku (10)**

Day 5-7—Internet search. Go over facts vs. opinions. Explain search engines and adding in search criteria like +, -, and “ “. Give internet scavenger hunt. There will be prizes for first person done every day. Have them verify their sources!! Like a reporter.  
**Assignment: Project 4 (10)**

Day 8—Google Maps. Go over maps (learning their address) and go on a virtual field trip.

Day 9-13—Coding. Code.org and demonstrate the beginning of coding. More days if time allows!  
**Assignment: Coding (10)**

**Final typing test (25 WPM)**  
**Final Exam (20)**