

KEYBOARDING COMPUTER APPLICATIONS

Mrs. Riccobono



KEYBOARDING – GRADES 6 AND 7

This introductory keyboarding course is a one marking period class offered to 6th and 7th grade students.* The keyboard is introduced using the “touch” method of operating the standard QWERTY keyboard using the Micro Error Checker Program. Emphasis is placed on correct keyboarding posture and proper technique. Students are familiarized with computer terminology. Word processing and formatting skills such as margins, tabs, line spacing, horizontal and vertical centering are also introduced.

*Students who do not have Keyboarding in 6th grade will take this class in 7th grade.

COMPUTER APPLICATIONS – GRADE 8

Computer Applications is a one semester (two marking periods) class offered to students in 8th grade. Emphasis is placed on providing the students with the skills necessary to become proficient users of common computer programs; specifically, Microsoft Word, Microsoft Publisher, and PowerPoint. Students will efficiently use formatting skills and tool bars to design and/or modify page set up, text, borders, clip art, auto shapes and graphics. The emphasis will be to develop the student’s ability to use “hands on” experiences involving computer software to create documents that reflect correct layout, editing skills, and neatness.

A variety of “student designed” publications utilizing borders, clip art, auto shapes, graphics, word art, etc. will be completed. Proofreading skills and editing skills will be emphasized on all projects.

In addition, the students will be exposed to other computer-related topics such as computer ethics and internet ethics. Finally, the student will be charged with the responsibility of maintaining a portfolio that documents the progression of his/her skill development.