

Phoenix Christian Middle School Sixth Grade Computer Skills Course Scope & Sequence

COURSE DESCRIPTION

Computer skills covered will include technical vocabulary, component recognition and task association, basic typing & 10-key, Internet Explorer and Internet usage for research, Daily Christian Life RZonz online communication, Microsoft Word, Excel, and PowerPoint usage.

COURSE SCOPE AND SEQUENCE

Introduction to Computer Technology

18 Weeks

Key Concepts:

1. Building the Technical Vocabulary: Mouse; Keyboard; Monitor; Printer; Window, CPU, CD-ROM, DVD, Icon, Folder, Toolbar, Menu, RAM, Scanner, USB, Firewire, Parallel, Serial, OCR, Digitizing, Byte, Megabyte, Gigabyte Name component and identify task associated.
2. Operating System navigation – Control + Alt + Delete to lock PC or Change Password
3. Home Row hand placement: short word typing at 25 WPM & 10-Key adding & subtracting
4. Internet terms and navigation
5. Internet Explorer:
 - a. Buttons, Address, Links & Favorites (renaming), Organize, Graphics: Save Target
 - b. Continuing to add and edit names of sites to favorites and links
6. Acceptable Use Policy - Parent & Student signatures
7. RZonz – BBS posting on topic: Bulletin Board, Homework Usage, and Tutoring.
8. Microsoft Office 2003: Use of Keyboard and Mouse within applications. Menus, Toolbars, Page Setup; Closing, Opening, Editing, Printing, and Storing files on a Network