

Course Syllabus for 5th Grade Computers

Overview:

This course is designed to introduce fifth grade students to the personal computer. The students will receive instruction in keyboarding using Micro Type Pro. They will learn how to type using the proper finger techniques. Students will also receive instruction in basic computer parts, Microsoft Word, the internet, search engines, research, and Microsoft Excel.

Textbook(s) and other Resources used:

All work will be completed on computers in the school's computers lab, therefore, no textbook is used.

Outline of Content:

Students will meet for computer class for one semester (two marking periods). This is what will be covered during that time period:

First & Second Semester

Basic Computer Parts
Microsoft Word – Word-processing
Micro-Type

Third Semester

Internet-Use, Safety, Email, Research
Search Engines

Fourth Semester

Research Project
Microsoft Excel Spreadsheets
Microsoft Publisher - Newsletter