

Green Room Computer Lab Curriculum

Students will meet for 30 minutes twice a week. The curriculum goals are to:

- learn how to touch type. If students know how to type, then they will use the time in the lab to improve their typing skills through customized individual lessons.
- use basic word processing skills.
- use basic slide show skills
- introduce students to MS Office.

Green Room Skills--- Students will be able to:

General Skills

- Touch type using proper fingering
- To locate their files in their folder on the Z-drive
- To save their files in their folder on the Z-drive, named properly
- Print their files

MS Word

- Open Word and create a document
- Select and change a font style
- Select and change font size
- Center, left justify, or right justify a line

Turquoise Room Computer Lab Curriculum

Students will meet for 45 minutes (twice a week) for class. The curriculum goals are to:

- ensure all students understand how to use the Internet safely.
- reinforce the proper and effective touch-typing skills. (There will be typing assessments to track individual progress throughout the year.)
- use basic word processing (MS Word) skills.
- use basic spreadsheet (MS Excel) skills, focusing on tables and graphing.
- use basic presentation (MS PowerPoint) skills.

Turquoise Room Skills—Students will be able to:

General Skills

- Locate their files in their folder on the Z-drive
- Save their files in their folder on the Z-drive, named properly
- Print their files

MS Word

- Open Word and create a document
- Select and change a font style
- Select and change font size
- Apply special formatting (bold, underline)
- Select and change line spacing
- Indent the first line of a paragraph using the Paragraph menu
- Center, left justify, or right justify a line
- Select paragraph spacing
- Insert a picture and have the text wrap around it
- Insert a text box
- Format a document for columns (introduction only)

MS Excel: Students will be able to:

- Open Excel and create a document
- Create a table with numbers and include column headings and column totals
- Create a chart, and include a chart title, axis titles, and a legend

MS PowerPoint: Students will be able to:

- Open PowerPoint and create a single page document for printing
- Insert pictures
- Format text, selecting size, color, and font
- Insert a text box

Additional Software

- Create bibliographies using a reference website

Blue Room Computer Lab Curriculum

Students will meet for 45 minutes (twice a week) for class. The curriculum goals are:

- ensure students understand how to use the Internet safely.
- reinforce the proper and effective touch-typing skills. (There will be typing assessments to track individual progress throughout the year).
- use basic word processing skills.
- practice basic spreadsheet skills, focusing on tables and graphing.
- reinforce slide show presentation skills.
- ensure students know how to properly store and organize their computer files.
- introduce students to Google Classroom.

Blue Room Skills-- Students will be able to:

General Skills

- Locate their files in their folder and sub-folders on the Z-drive and their Google Drive
- To save their files in the proper subfolder and folder on the Z-drive and Google Drive & name it properly
- To save their files on their thumb drives
- Print their files

Google Docs

- Open Google Docs and create a document
- Select and change a font style and font size
- Apply special formatting (bold, underline, small caps, drop caps)
- Select and change line spacing
- Indent the first line of a paragraph using the Paragraph menu
- Center, left justify, or right justify a line
- Select paragraph spacing
- Insert a picture and textbox have the text wrap around it
- Format a document for columns
- Create bibliographies using an reference website

Google Sheets

- Open Google Sheets and create a document
- Create a basic equation using +, -, *, /
- Create a text table and use borders
- Create a table with numbers and include column headings and column totals
- Create a chart, and include a chart title, axis titles, and a legend

Google Slides

- Open Google Slides and create a presentation with multiple slides
- Insert pictures, shapes, text boxes and insert hyperlinks with proper navigation
- Insert a chart
- Format text, selecting size, color, and font
- Use animation and transitions

Purple Room Computer Lab Curriculum

The overall goals are to introduce students to use and increase their proficiency with:

- Computer use and etiquette
- Computer Maintenance and Organization of Files (document, image, etc)
- Touch Typing*
- Web Browsers and Search Engines
- G Suite for Education
 - Google Classroom
 - Word Processing
 - Spreadsheet
 - Presentation
 - Forms
 - Web Sites
- Video Design (using either Movie Maker and/or Animoto)
- Photo manipulation software and scanning technology
- Publishing software
- Webpage design

For all Grade levels, there will be a focus on the following skills:

- Responsible and well-organized saving of documents and drafts, by ensuring that all files are well named, well organized, and located in multiple places
- Communicating responsibly using computers
- Internet for Research and critical thinking about resources
- Using technology to solve problems and make informed decisions
- Ethical and safe uses of the internet
 - Internet safety
 - Chat safety
 - E-mail etiquette

Purple Room Specific goals:

- reinforce effective organization and maintenance of student computer files
- ensure all students understand how to use the Internet safely
- reinforce proper and effective touch-typing skills (There will be typing assessments to track individual progress throughout the year).
- reinforce basic word processing (Google Docs) skills and introduce more advanced skills
- reinforce basic spreadsheet (Google Sheets) skills and introduce more advanced skills
- reinforce slide presentation (Google Slides) skills and introduce more advanced skills
- use Google Classroom as the classroom learning management platform for: submitting assignments, receiving feedback and communicating with the class.

Purple Rooms Computer Lab Skills

Students will be able to:

General Skills

- Name their files properly.
- Save their files in the proper subfolder in their folder on the Z-drive and Google Drive
- Locate their files in their folder on the Z-drive and Google Drive
- Print their files, or portions of their files, single sided or double sided
- Touch type at least 25 wpm

Google Docs

- Open Google Docs and create a document
- Change a font style and size
- Apply special formatting (bold, underline, small caps, drop caps)
- Select and change line spacing
- Indent the first line of a paragraph using the Paragraph menu
- Center, left justify, or right justify a line
- Select paragraph spacing
- Insert a picture and have the text wrap around it
- Insert a text box
- Format a document for columns

Google Sheets

- Open Google Sheets and create a document
- Create a basic equation using +, -, *, /
- Create a text table and use borders
- Create a table with numbers and include column headings and column totals
- Create a chart, and include a chart title, axis titles, and a legend

Google Slides

- Open Google Slides and create a presentation with multiple slides
- Insert pictures and shapes
- Insert hyperlinks with proper navigation
- Insert a chart
- Format text, selecting size, color, and font
- Insert a text box
- Use animation

Additional Software

- Use a reference website to create a bibliography