

# Instructional Roadmap: Computer Literacy 2008-2009

**Teachers:**

**Subject: Computer Literacy**

**Grade: 6, 7, 8**

**Grading Period: 1**

| Week of            | Monday  | Tuesday | Wednesday | Thursday | Friday |
|--------------------|---|---------|-----------|----------|--------|
| August 25, 2008    | Class Procedures, AUP, Syllabus, Handouts, Supplies, Grading<br><b>Getting Started:</b> Computer Basics/Hardware/Software/Policies/Storage, Terminology<br>1A, 1B, 1E, 1G   |         |           |          |        |
| September 1, 2008  | <b>Getting Started:</b> Computer Basics/Hardware/Software/Policies/Storage, Terminology, On-Line Help/Documentation, Ethics/Copyright<br>1A, 1B, 1G, 1H, 1I, 2A, 5A, 5B<br><b>EZTech Unit:</b> Computer Fundamentals...all Lessons except Keyboarding<br><b>Keyboarding:</b> Goal Setting, Home Row, Posture, Fingering, Program Tutorial, Direct Instruction and Practice; Terminology<br>1E, 2B, 2C, 5B, 5C |         |           |          |        |
| September 8, 2008  | <b>Internet Safety and Use:</b> Browser Tools/ Menus/ Terminology/ Problem Solving/ Safety and Ethics<br>1A, 1C, 1D, 1E, 1H, 1I, 2D, 3A, 3B, 3C, 4A, 4B, 5A, 5C, 6A, 6B, 6C, 7J, 8A, 8E, 11C<br><b>Keyboarding:</b> Program Tutorial, Direct Instruction and Practice; Terminology<br>1E, 2B, 2C, 5B, 5C  |         |           |          |        |
| September 15, 2008 | <b>Introduction to Word Processing:</b> Word Processing Tools/Menus, Manipulation, Formatting, Terminology, Problem Solving<br>1E, 1F, 7A, 7E, 7I, 7J, 8E, 10A, 10D, 11A<br><b>EZTech Unit: Word Processing Software...all Lessons</b><br><b>Keyboarding:</b> Program Tutorial, Direct Instruction and Practice; Terminology<br>1E, 2B, 2C, 5B, 5C  |         |           |          |        |
| September 22, 2008 | <b>Word Processing:</b> Word Processing Tools/Menus, Manipulation, Formatting, Terminology, Problem Solving<br>1E, 1F, 7A, 7E, 7I, 7J, 8E, 10A, 10D, 11A<br><b>Keyboarding:</b> Program Tutorial, Direct Instruction and Practice; Terminology<br>1E, 2B, 2C, 5B, 5C  |         |           |          |        |
| September 29, 2008 | <b>Word Processing:</b> Word Processing Tools/Menus, Manipulation, Formatting, Terminology, Problem Solving<br>1E, 1F, 7A, 7E, 7I, 7J, 8E, 10A, 10D, 11A<br><b>Keyboarding:</b> Program Tutorial, Direct Instruction and Practice; Terminology<br>1E, 2B, 2C, 5B, 5C  |         |           |          |        |

**Identify Team Targeted Area(s): Focus on technology TEKS and apply them to problem solving skills.**

Assessments will be project-based. Keyboarding progress will be a weekly assessment of the Lesson Report on the MicrotypePro Keyboarding program.