



SCHOOL DISTRICT OF MONROE

Preparing for the Future, One Child at a Time

Technology & Keyboarding

Course Description:

The curriculum for this course is developed from the [Wisconsin Standards for Business and Information Technology](#). This course is part of the 6th grade rotation where the class meets every day for a quarter and is designed to teach the basics of Google Sheets and Google Slides, review basic Google Docs concepts, and improve touch-typing keyboarding skills. The students will be applying digital citizenship both in a school setting and outside of the classroom. Grades are determined by projects and daily work. The information in this course overview outlines what students should understand and be able to do by the end of the semester/year.

Mastery Standards:

Students will use an appropriate digital tool to meet personal and business needs. (BIT.IT1)

Develop and refine proper use of input technologies. (BIT.IT1.a)

Select and use appropriate features of a word processor to organize and effectively communicate information. (BIT.IT1.b)

Applying basic application within a spreadsheet software to develop the foundation of formatting. (BIT.IT1.c)

Select and use appropriate features of presentation tools to communicate effectively. (BIT.IT1.d)

Unit	Description of Unit and Learning Targets
<p>Unit Title: Keyboarding</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> How can keyboarding and computer skills help you succeed in school and a career? 	<p>Students will.....</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Demonstrate the touch method of keyboarding on an alphanumeric keyboard at acceptable speed and accuracy levels. (Recommended minimum: 5 wpm x grade level). Demonstrate various methods of inputting non-text data, such as pictures, videos and music.
<p>Unit Title: Word Processing/Google Docs</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> Why is it important to learn the basic terminology and applications of a word processing document? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Organize information using the automatic table features of a word processor. Customize documents using formatting such as alignment, spacing, themes, borders and ordered and unordered lists.
<p>Unit Title: Spreadsheets/Google Sheets</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> Why do companies and individuals use spreadsheet software? What can be done with a spreadsheet? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Enhance a spreadsheet visually using fonts, colors and graphics. Generate formulas to perform calculations. Analyze numerical and graphic data in a spreadsheet.

Unit Title: Presentations/Google Slides

Essential Questions:

- What are some good techniques to follow when presenting using multimedia presentations?

Students will...

Learning Targets:

- Enhance a presentation visually using graphics, sounds, diagrams, animation and transitions.