

Computer Tech/Library Skills

Mr. Wade

Content Covered:

Keyboarding—basic typing skills, formatting, etc.

Library Skills—where to find things in the library and what to do with them!

Microsoft Office—basic Word skills and tips. Presentation skills.

Technology Skills—The basics of computer vocabulary, usage, and coding.

Research Skills—Proper ways to conduct, evaluate, and present research. We're going to begin what I call "Find-It Fridays." Every Friday we will have some sort of research lesson that is technology-based. This will eventually lead up to a research project.

Materials Needed:

Pencils/Pens

Assignment Scoring:

Classwork—50%

Tests and Projects—50%

Tentative Class Schedule. All Events and Assignments are Subject to Change.

<p style="text-align: center;">Week 1</p> <ul style="list-style-type: none">➤ Begin basic keyboarding and Word skills.➤ Apply keyboarding skills to typing essays	<p style="text-align: center;">Week 2</p> <ul style="list-style-type: none">➤ Continue keyboarding.➤ Continue Word skills.➤ Begin Computer Tech Vocab.	<p style="text-align: center;">Week 3</p> <ul style="list-style-type: none">➤ Continue keyboarding.➤ Continue Word skills.➤ Continue Computer Tech Vocab.
<p style="text-align: center;">Week 4</p> <ul style="list-style-type: none">➤ Continue Keyboarding, Word Skills, and Vocabulary➤ Begin Find-It Friday Research Skills➤ Begin Multimedia Presentation Skills	<p style="text-align: center;">Week 5</p> <ul style="list-style-type: none">➤ Continue Keyboarding, Word Skills, and Vocabulary➤ Find-It Friday Research Skills➤ Continue Multimedia Presentation Skills.	<p style="text-align: center;">Week 6</p> <ul style="list-style-type: none">➤ Continue Find-It Friday Research Skills➤ Continue Multimedia Presentation Skills➤ Begin Coding
<p style="text-align: center;">Week 7</p> <ul style="list-style-type: none">➤ Begin Research Project. Topic Varies per grade level.	<p style="text-align: center;">Week 8</p> <ul style="list-style-type: none">➤ Research Project Due➤ Computer Ethic, Digital Footprint, etc.	<p style="text-align: center;">Week 9</p> <ul style="list-style-type: none">➤ Continue Computer Ethics, Digital Footprint, etc.

Hawkins County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Instructional Materials	Descriptor Code: 4.400	Issued Date: 08/05/14
		Rescinds: 4.400	Issued: 03/04/14

- 1 All classrooms and learning centers shall be equipped with the instructional materials needed to
2 provide quality learning experiences for students.
- 3 The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty,
4 generate critical thinking, and support the educational programs. The director of schools shall develop
5 procedures to review and reconsider instructional materials that are allegedly inappropriate.
- 6 A list of instructional materials used by the schools shall be revised annually by building
7 administrators under the direction of the director of schools. Instructional materials shall be available
8 for inspection by parents/guardians upon request, and the director of schools shall develop procedures
9 for the inspection of materials and distribute these procedures to each principal.¹
- 10 Upon request, parents/guardians shall have the ability to inspect the following items: instructional
11 materials, teaching aids, handouts; and tests that are developed by and graded by their child's teachers.
12 The director of schools shall develop procedures for the inspection of materials and distribute these
13 procedures to each principal.¹

Legal References

1. 20 USCA § 1232h(a); TCA 49-6-7003