T-AJIRI COURSE CURRICULUM

Objectives of the Course:

1. Use the basic vocabulary and terminology related to computer and word processing
2. Open, save and format a basic document
3. Type a simple note or a letter using Microsoft Word
4. Perform basic format and editing on a word document
5. Create tables and calendars
6. Use different basic computer language software and programs to practice English skills and typing skills
7. With assistance, navigate websites to access information and evaluate information
8. Build confidence and skills in using computer technology.
9. Introduction to Programming

Course Outline:

1. Introduction to Computer – Parts
2. Introduction to basic vocabulary and terminology related to computer and word processing
3. Intro Typing programs – Nimble finger as a start
4. Introduction to Microsoft Office 2016 - Computer Basics- Open and save a document, change file name, etc.
5. Formatting a document – margins, font, underline, bold, etc.
6. Editing skills – Spell check, cut and paste, insert clip art, etc.
7. Comparing information from different websites
8. Creating a table – calendar and greeting cards
9. Creating a PPT presentation
10. Programming using Blockly, tynker and swift playgrounds.