

Garfield School District

Technology Curriculum



Grades K-5

2007-2010

Garfield Public Schools
Technology Curriculum
Grades K-5

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TECHNOLOGY CURRICULUM OVERVIEW

Fundamental Computer Skills/Concepts

I = Introduce

D =Develop

M = Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1. Use and understand basic computer related terms: <i>8.1.A.1</i>						
a.	I	D	D	M	M	M
b. Cursor	I	D	D	M	M	M
c. Icon	I	D	D	M	M	M
d. Scroll bar	I	D	D	M	M	M
e. Hour glass/busy	I	D	D	M	M	M
f. Word processor	I	D	D	M	M	M
g. Internet	I	D	D	M	M	M
h. Desktop	I	D	D	M	M	M
i. Print Preview	I	D	D	M	M	M
j. Spreadsheet	I	D	D	M	M	M
k. Bar Graph/Chart	I	D	D	M	M	M
l. Acceptable Use Policy		I	D	D	M	M
m. Network		I	D	D	M	M
n. Directory		I	D	D	M	M
o. Open, Close and Save File		I	D	D	M	M
p. Minimize, Maximize, Close		I	D	D	M	M
q. Cut/Copy/Paste		I	D	D	M	M
r. Electronic Presentation		I	D	D	M	M
s. Digital Camera/Scanner		I	D	D	M	M
t. URL		I	D	D	M	M
u. Highlight/Select			I	D	D	M
v. Indent/Tab			I	D	D	M
w. Font	I	I	I	D	D	M
x. Page Setup						
y. Margins/ Orientation			I	D	D	M

Fundamental Computer Skills/Concepts

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
z. Left, Right and Center Alignment			I	D	D	M
aa. Insertion Point			I	D	D	M
bb. Animations			I	D	D	M
cc. Hypertext Link			I	D	D	M
dd. AutoSum			I	D	D	M
ee. Software Piracy				I	D	M
ff. License Agreement				I	D	M
gg. Plagiarism				I	D	M
hh. Bibliography				I	D	M
ii. Fill handle				I	D	M
jj. Page break				I	D	M
kk. Undo/Redo				I	D	M
ll. Boolean Logic					I	D
mm. Formula					I	D
nn. Movie/sound clip						I
oo. Field						I
pp. Record						I
qq. Query						I
rr. Database						I
ss. Web Page/Web Site						I
tt. Print selection						I
uu. Columns						
2. Identify the hardware/software components of the computer. <i>8.1.A.2</i>						
a. Keyboard and mouse	I	D	M	M	M	M
b. Monitor	I	D	M	M	M	M
c. Printer	I	D	M	M	M	M
d. Headphones	I	D	M	M	M	M
e. Speakers	I	D	M	M	M	M
f. Hard Drive	I	D	M	M	M	M
g. CPU	I	D	M	M	M	M
h. Floppy Disk (software/storage device)	I	D	M	M	M	M
i. CD-ROM (software/storage device/burner)						

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
j. DVD (movie/burner)	I	D	M	M	M	M
3. Demonstrate proper care and use of hardware and media.						

Fundamental Computer Skills/Concepts

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
a. Demonstrate ability to turn computer on/off independently.	I	I	D	D	M	M
b. Demonstrate appropriate care and use of keyboard & mouse.	I	I	D	D	M	M
c. Demonstrate appropriate care and use of computer disks.	I	I	D	D	M	M
d. Demonstrate appropriate care and use of CD-ROM.	I	I	D	D	M	M
e. Demonstrate ability to turn computer off/on independently.	I	I	D	D	M	M
f. Demonstrate appropriate care and use of printer.	I	I	D	D	M	M
4. Identify/Utilize desktop icons and start menu. <i>8.1.A.9</i>						
a. Recycle Bin	I	D	D	M	M	M
b. My Computer	I	D	D	M	M	M
c. Floppy/CD Disk	I	D	D	M	M	M
d. My Documents		I	D	D	M	M
e. Internet Explorer		I	D	D	M	M
f. Shortcuts to applications.			I	D	D	M
g. Utilize Start Menu to access Documents and Programs.			I	D	D	M
h. Utilize the taskbar for multi-tasking.			I	D	D	M
i. Retrieve existing files or folders using Search						I
j. Discuss and demonstrate frequently asked questions in the help program.						I
5. Mouse Skills <i>8.1.A.3</i>						
a. Use left mouse button for menus, icons, selecting and modifying text and graphics.	I	D	D	D	D	M

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
b. Use right mouse button for shortcut menus.		I	D	D	D	M
c. Click and drag techniques.		I	D	D	D	M
d. Use insertion point to add text.		I	D	D	D	M

Computer Networking and Telecommunication Skills

I = Introduce

D= Develop

M= Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1. Discuss concept and appropriate use of network printing. (Example: Print jobs are processed by printer, in the order they are received.) 8.1.A.2		I	I	D	D	M
2. Demonstrate saving to multiple storage drives. (A:/; C:/; D/) 8.1.A.7		I	I	D	D	M
3. Follow rules established in the classroom and computer lab for using the equipment and programs. 8.1.B.2,10	I	I	D	M	M	M
a. Demonstrating appropriate use of computers.		I	D	M	M	M
b. Demonstrating appropriate computer etiquette.		I	D	M	M	M
4. Exposure to plagiarism laws. 8.1.B.4				I	D	D
5. Use electronic encyclopedias and almanacs as an additional resource. 8.1.B.2						I

Word Processing

I = Introduce

D= Develop

M= Master

OBJECTIVE	K	1	2	3	4	5
1. Create, name, save and print documents, which includes text and graphics. <i>8.1.A.4,7</i>	I	D	D	M	M	M
a. Use Save As to save to a floppy disk.						I
2. Demonstrate use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example: Ctrl + P to print). <i>8.1.A.3</i>	I	D	D	D	M	M
3. Open and view existing documents. <i>8.1.A.7</i>	I	D	D	M	M	M
a. Use print preview.		I	D	D	M	M
4. Format document. <i>8.1.A.4</i>						
a. Word spacing.		I	D	D	M	M
b. Select and modify font type, size and style.		I	D	D	M	M
c. Highlight text to modify and delete.		I	D	D	M	M
Demonstrate the ability to input text and use Word wrap features. (When writing paragraphs do not use return.)		I	D	M	M	M
Selecting Page Orientation. (Landscape or Portrait)				I	D	M
Use word art to enhance titles.						I
Use a word processor in real world context. (Write story, poems, reports and letters). <i>8.1.A.4</i>		I	D	D	D	D
Use the Letter Wizard to write a letter. (Word) (Optional)						
Edit documents. <i>8.1.A.4</i>						
Use Spell Check to correct spelling errors.			I	D	D	M
Cut Copy and Paste text and graphics.				I	D	M
Use Grammar Check to correct grammatical errors.				I	D	D
d. Demonstrate and discuss the undo/redo feature.						I
e. Demonstrate the ability to use the thesaurus.						I
f. Demonstrate the ability to use the find/replace feature.						
Paragraph formatting. <i>8.1.A.4</i>						

Word Processing

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Use the tab, margin and alignment settings in text.				I	D	D
Indenting.				I	I	D
Change line spacing.				I	I	D
Insert bullets and/or numbering.				I	I	D
Insert, position and delete tabs on the ruler.						I
Page formatting. <i>8.1.A.4</i>						
Creating a multiple page document by inserting a page break.				I	I	D
Insert page numbers.					I	D
Insert headers and footers.					I	D
Insert a page borders.						I
Discuss and demonstrate how to read the status bar. <i>8.1.A.4</i>						I
Page number.						I
Page/ Number of Pages						I
Use desktop publishing techniques. <i>8.1.A.3,4</i>						I
Insert a table into a document.						I
Insert and delete rows and columns.						I
Resize row/column height and width.						I
Change borders.						I
Create columns. (Example: Newsletter)						I
Insert hyperlinks to web sites in a document. <i>8.1.A.4</i>						
Copy and paste a spreadsheet into a word processing document. <i>8.1.A.4,5</i>						

Keyboarding

I = Introduce

D= Develop

M= Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<i>#'s 1-10 address standard: 8.1.A.3</i>							
1. Identify the letters of the alphabet on the keyboard.	I	D	D	M	M	M	M
a. Correct use of the shift keys for capitalization.	I	D	D	M	M	M	M
b. Type lower case letters.	I	D	D	M	M	M	M
c. Type their full name in proper case.	I	D	D	M	M	M	M
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions.	I	D	D	M	M	M	M
3. Demonstrate correct typing posture.	I	D	D	M	M	M	M
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.	I	D	D	M	M	M	M
5. Introduce/familiarize relative positions of the keys on the keyboard.		I	I	D	D	M	M
6. Use punctuation, symbol and number keys.		I	I	D	D	M	M
7. Use formal keyboarding skills to type words, phrases and sentences.		I	I	D	D	M	M
8. Identify and use the home row by using proper finger placement.				I	D	D	M
9. Demonstrate keyboarding techniques for keying all letters.					I	D	D
10. Use formal keyboarding skills to learn the numeric keypad.						I	D

Paint, Draw & Graphics

I = Introduce

D= Develop

M= Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<i>#'s 1-4 address standards: 8.1.A.4,9</i>							
1. Be familiar with the drawing tools in a program.	I	D	D	D	M	M	M
a. Draw/Color an object.				I	I	D	M
b. Select and delete an object.				I	I	D	M
c. Change the size and shape of an object.				I	I	D	M
d. Add text to an object using the text tool.				I	I	D	M
e. Duplicate an object.				I	I	D	M
f. Apply special effects to an object such as rotate, stretch and perspective.				I	I	D	M
2. Insert and resize clipart in a program.		I	I	D	M	M	M
3. Copy and paste graphics into a document from various resources. (Example: Internet; clipart; digital image)		I	I	D	M	M	M
4. Demonstrate the ability to draw perfect circles, squares, and straight lines by using a special key in conjunction with the oval, rectangle and line tools.						I	D

Spreadsheet

I = Introduce

D= Develop

M= Master

OBJECTIVE	K	1	2	3	4	5
<i>#'s 1-7 address standards: 8.1.A.5</i>						
1. Introduce the basic concepts of spreadsheet and bar graph.		I	D	D	D	M
a. Identify the parts of a spreadsheet (cells; rows, columns); explain the purpose of a spreadsheet (charting).		I	D	D	D	M
b. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel).		I	D	D	D	M
c. Determine and create appropriate type of graph.		I	D	D		I
2. Create, open, save and print a spreadsheet document.		I	D	D		I
a. Use print preview.			I	D	M	M
b. Use shrink to one page for printing large documents.						I
c. Use Save As to save to a floppy disk.				I	D	M
3. Introduce formulas using the AutoSum feature Σ.			I	D	D	M
a. Enter a simple formula to calculate data.				I	D	M
b. Demonstrate the ability to use the paste function f_x to calculate the mean, mode and median of data.						I
c. Copy formulas to other cells by using the fill handle (Excel) or copy/paste (AppleWorks).			I	D	D	M
4. Edit a spreadsheet.						
Insert and delete columns and rows.				I	D	D
Resize columns and rows.			I	D	D	D
5. Edit data.		I	D	D	M	M
Insert and delete data.		I	D	D	M	M
Use fill down and across (AppleWorks) or use the fill handle (Excel), to fill in a series such as months, days and numbers.			I	D	D	M
Sort data.			I	D	D	M

Spreadsheet

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Apply styles to number data. (Currency style; comma style; increase/decrease decimals)			I	D	D	M
6. Format a spreadsheet.						
a. Select cells to modify and graph data.				I	D	M
b. Apply and modify font, size and style.		I	D	D	M	M
c. Insert headers, footers and page numbers.			I	D	M	M
d. Insert borders and shading.				I	D	M
7. Insert spreadsheets/charts into other programs.					I	D

Internet Skills & Concepts

I = Introduce D= Develop M= Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>#'s 1-7 address standards: 8.1.B.1-8</i>						
1. Teacher directed discussion and demonstration of the Internet. <i>8.1.B.2,3,6</i>	I	D	D	D	D	D
a.	I	D	D	D	D	D
b. Entering a URL.	I	D	D	D	D	D
c. Hyperlinks.	I	D	D	D	D	D
d. Copyright issues.	I	D	D	D	D	D
e. Internet Safety Rules.		I	D	D	D	D
f. URL			I	D	D	D
g. Acceptable Use Policy.			I	D	D	D
2. Identify the web as a resource for information and access remote sites.		I	D	D	D	D
3. URL address.			I	D	D	D
a. Identify parts of a URL and what it stands for.			I	D	D	D
b. Demonstrate the importance of accuracy when entering a URL address.			I	D	D	D
4. Access and navigate book-marked sites.			I	D	D	D
a. Forward			I	D	D	D
b. Back			I	D	D	D
c. Refresh			I	D	D	D
d. Home			I	D	D	D
e. Stop			I	D	D	D
f. Hypertext Links			I	D	D	D
5. Demonstrate the ability to locate web sites using various search engines/directories. <i>8.1.B.6</i>			I	D	D	D
a. Yahoooligans.			I	D	D	D
b. AJKids			I	D	D	D
c. Yahoo			I	D	D	D
d. Google			I	D	D	D
6. Access/retrieve information through online resources.				I	D	D

Internet Skills & Concepts

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
a. Identify useful information from search.				I	D	D
b. Take notes/paraphrase from search.				I	D	D
c. Cite electronic sources for bibliography.				I	D	D
d. Use Boolean logic (and; or; not; +;-) as appropriate in key word searching.					I	D
e. Compare information from a least two sources.					I	D
f. Evaluate for accuracy, relevance and bias.					I	D
7. Print selected parts of an online or electronic resource.						I

Digital Camera/Scanner Skills & Usage

I = Introduce

D= Develop

M= Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>#'s 1-3 address standards: 8.1.A.6</i>						
1. Introduce and demonstrate the advantages of digital camera and scanner usage.		I	I	D	D	D
2. Demonstrate the ability to scan a picture and insert it into a document.				I	D	D
3. Operate a digital camera and scanner.					I	D

Electronic Presentation

I = Introduce

D= Develop

M= Master

<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>#'s 1-4 address standards: 8.1.A.6</i>						
1. Prepare an electronic presentation.						
a. Create a one-slide presentation		I	D	M	M	M
b. Create a multiple-slide presentation.				I	D	D
2. Change the appearance.						
a. Apply a presentation design.		I	D	D	D	M
b. Apply animations and sounds to text and/or graphics.			I	D	D	M
c. Apply slide transitions to slide show.				I	D	M
d. Rearrange slides using slide sorter.				I	D	M
e. Delete slides.				I	D	M
f. Insert movie and sound clips and/or play CD audio track on a media slide.						I
g. Insert an organizational/flow chart slide.						
3. Save a presentation.		I	D	M	M	M
4. Present.						
a. Open an existing presentation.			I	D	M	M
b. Practice presentation skills for audience (use of microphone, posture, delivery skills).			I	D	D	D
c. Deliver presentation using projection device.			I	D	D	D
d. Demonstrate the ability to control the pace or timing of a presentation.						I

Database Skills

I = Introduce

D= Develop

M= Master







OBJECTIVE	K	1	2	3	4	5
<i>#s 1-4 address standards: 8.1.A.8,9</i>						
1. Create and save a database.						I
a. Identify intended use.						I
b. Define parts of a database.						I
(1) Fields						I
(2) Records						I
(3) Query						I
(4) Reports						I
c. Specify data organization.						I
d. Define fields and field types.						I
e. Enter data in a consistent form.						I
f. Save and name database.						I
2. Retrieve data.						I
a. Sort						I
b. Search for specific data by field.						I
c. Create and print reports.						I
3. Edit data.						I
a. Add records to a file.						I
b. Delete records from a database file.						I
c. Delete a field from a record.						I
d. Save updated records.						I
e. Change the appearance of the database.						I
4. Discuss issues related to privacy and protection from theft or fraud. (Example: Credit Card company's database.)						I




Inspiration

I = Introduce

D= Develop

M= Master

OBJECTIVE <i>#s 1-16 address standards: 8.1.A.8</i>	K	1	2	3	4	5
1. Type Main Idea	N/A	I	I	D	M	M
2. Adding Ideas to Diagram's Main Idea	N/A	I	D	M	M	M
3. Add New Symbol Create  or Create Diagonal 	N/A	I	D	M	M	M
4. Using Shift + Enter to end text entry.	N/A	N/A	I	D	M	M
5. Use Position tool  to reposition diagram.	N/A	I	D	M	M	M
6. Use RapidFire  to brainstorm, to capture ideas quickly	N/A	N/A	I	D	M	M
a. When RapidFire is turned on use Enter to add new ideas	N/A	N/A	I	D	M	M
7. Changing view scale  to zoom in and out <small>Zoom Out shows more of the diagram. Zoom In makes the diagram larger. The Percentage box lets you select a percentage at which to view your diagram.</small>	N/A	I	D	M	M	M
8. Vertical/Horizontal Scroll Bars	N/A	I	D	M	M	M
9. Using Symbol Palette	N/A	I	I	D	M	M
a. F8 to turn Symbol Palette on/off	N/A	I	D	M	M	M
10. Using the Link tool  to link unconnected symbols.	N/A	N/A	I	D	D	M
11. Add text on the link arrow	N/A	N/A	I	I	D	M
12. Changing symbol shapes	N/A	I	D	M	M	M
13. Changing link arrows-Right click on link arrows to change: a. Type b. Line thickness c. Line Color d. Arrow Head Starting Point e. Arrow Head Ending Point f. Dashed Line g. Reverse Link	N/A	N/A	I	D	D	M

Using Arrange 	N/A	I	D	D	M	M
OBJECTIVE	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Switching between Outline View  & Diagram View 	N/A	N/A	N/A	I	D	M
Working with Symbol's Menu Aligning Insert/Delete Symbol Shadow Add/Remove Auto Grow Symbol Changing Main Idea	N/A	N/A	N/A	I	D	M

Web Creation

I = Introduce

D= Develop

M= Master








<u>OBJECTIVE</u>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>#'s 1-3 address standards: 8.1.A.6</i>						
1. Create a web site.						I
a. Create internal/external links to access internal pages.						I
b. Apply color, formatting and alignment to text.						I
c. Apply background themes.						I
d. Place graphics on pages.						I
e. Place animated graphics and sounds on web page.						
2. Insert tables.						I
a. Modify column and row, height and width.						I
b. Modify and remove borders.						I
3. Introduce building a web page using basic HTML tags.						
a. <HTML>						
b. <HEAD>						
c. <TITLE>Your page title goes here</TITLE>						
d. <BODY>						
e. <p align=center>This will center your text</p>						
f. <p align=right>This will align your text to the right</p>						
g. <p>This will make your text bold</p>						
h. <p><i>This will italicize your text</i></p>						
i. <p><u>This will underline your text</u></p>						

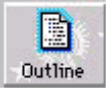

Inspiration

I = Introduce

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OBJECTIVE	K	1	2	3	4	5
1. Type Main Idea	N/A	I	I	D	M	M
2. Adding Ideas to Diagram's Main Idea	N/A	I	D	M	M	M
3. Add New Symbol  Create or Create Diagonal 	N/A	I	D	M	M	M
4. Using Shift + Enter to end text entry.	N/A	N/A	I	D	M	M
5. Use Position tool  to reposition diagram.	N/A	I	D	M	M	M
6. Use RapidFire  to brainstorm, to capture ideas quickly	N/A	N/A	I	D	M	M
h. When RapidFire is turned on use Enter to add new ideas	N/A	N/A	I	D	M	M
7. Changing view scale  Zoom Out shows more of the diagram. Zoom In makes the diagram larger. The Percentage box lets you select a percentage at which to view your diagram. to zoom in and out	N/A	I	D	M	M	M
8. Vertical/Horizontal Scroll Bars	N/A	I	D	M	M	M
9. Using Symbol Palette	N/A	I	I	D	M	M
i. F8 to turn Symbol Palette on/off	N/A	I	D	M	M	M
10. Using the Link tool  to link unconnected symbols.	N/A	N/A	I	D	D	M
11. Add text on the link arrow	N/A	N/A	I	I	D	M
12. Changing symbol shapes	N/A	I	D	M	M	M
13. Changing link arrows-Right click on link arrows to change: j. Type k. Line thickness l. Line Color m. Arrow Head Starting Point n. Arrow Head Ending Point o. Dashed Line p. Reverse Link	N/A	N/A	I	D	D	M
14. Using Arrange 	N/A	I	D	D	M	M

OBJECTIVE		<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
15.	Switching between Outline View  & Diagram View 	N/A	N/A	N/A	I	D	M
16.	Working with Symbol's Menu <ul style="list-style-type: none"> q. Aligning r. Insert/Delete Symbol s. Shadow Add/Remove t. Auto Grow Symbol u. Changing Main Idea 	N/A	N/A	N/A	I	D	M

TECHNOLOGY CURRICULUM BY GRADE LEVEL

Kindergarten

The following is a list of technology skills that the students should have mastered by the time he/she completes the given grade level.

Fundamental Computer Skills/Concepts

1. Use and understand basic computer related terms:
 - a.
 - b. Cursor
 - c. Icon
 - d. Scroll bar
 - e. Hour glass/busy
 - f. Word processor
 - g. Internet
 - h. Desktop
 - i. Spreadsheet
 - j. Bar Graph/Chart
 - k. Acceptable Use Policy
2. Identify the hardware/software components of the computer.
 - a. Keyboard and mouse
 - b. Monitor
 - c. Printer
 - d. Headphones
 - e. Speakers
 - f. Hard Drive
 - g. CPU
 - h. Floppy Disk (software/storage device)
 - i. CD-ROM (software/storage device)
3. Demonstrate proper care and use of hardware and media.
 - a. Demonstrate ability to turn computer on/off independently.
 - b. Demonstrate appropriate care and use of keyboard & mouse.
 - c. Demonstrate appropriate care and use of computer disks.
 - d. Demonstrate appropriate care and use of CD-ROM.
 - e. Demonstrate ability to turn computer off/on independently.
 - f. Demonstrate appropriate care and use of printer.
4. Identify/Utilize desktop icons.

- a. Recycle Bin
 - b. My Computer
 - c. Floppy/CD Disk
5. Mouse Skills
- a. Use left mouse button for menus, icons, selecting and modifying text and graphics.

Computer Networking and Telecommunications Skills

1. Demonstrating appropriate use of log-in numbers/names.

Word Processing Skills

1. Create, name, save and print documents, which includes text and graphics.
2. Demonstrate use of special keyboard keys
(Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example: CTRL-S).
3. Open and view existing documents.

Keyboarding

1. Identify the letters of the alphabet on the keyboard.
 - a. Correct use of the shift keys for capitalization.
 - b. Type lower case letters.
 - c. Type their full name in proper case.
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions).
3. Demonstrate correct typing posture.
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.

Paint, Draw & Graphics

1. Be familiar with some of the drawing tools in a program.

Spreadsheet

1. Introduce the basic concepts of spreadsheet and bar graph.
 - a. Identify the parts of a spreadsheet; explain the purpose of a spreadsheet (charting).
 - b. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel; etc).

Internet Skills & Concepts

1. Teacher directed demonstration of the Internet.
 - a. Entering a URL.

b. Hyperlinks.

c. Introduce Internet Safety Rules and Copyright issues.

First Grade

The following is a list of technology skills that the students should have mastered by the time he/she completes the given grade level.

Fundamental Computer Skills/Concepts

1. Use and understand basic computer related terms:
 - a. Cursor
 - b. Icon
 - c. Scroll bar
 - d. Hour glass/busy
 - e. Word processor
 - f. Internet
 - g. Desktop
 - h. Print Preview
 - i. Spreadsheet
 - j. Bar Graph/Chart
 - k. Acceptable Use Policy
 - l. Network
 - m. Directory
 - n. Open, Close and Save File
 - o. Minimize, Maximize, Close
 - p. Cut/Copy/Paste
 - q. Electronic Presentation
 - r. Digital Camera/Scanner
 - s. URL

2. Identify the hardware/software components of the computer.
 - a. Keyboard and mouse
 - b. Monitor
 - c. Printer
 - d. Headphones
 - e. CPU
 - f. Floppy Disk (software/storage device)
 - g. CD-ROM (software/storage device)
 - h. Scanner
 - i. Digital Camera
 - j. Speakers
 - k. Hard Drive

3. Demonstrate proper care and use of hardware and media.
 - a. Demonstrate ability to turn computer on/off independently.
 - b. Demonstrate appropriate care and use of keyboard & mouse.
 - c. Demonstrate appropriate care and use of computer disks.
 - d. Demonstrate appropriate care and use of CD-ROM.
 - e. Demonstrate ability to turn computer off/on independently.
 - f. Demonstrate appropriate care and use of printer.

4. Identify/Utilize desktop icons.
 - a. Recycle Bin
 - b. My Computer
 - c. Floppy/CD Disk
 - d. My Documents
 - e. Internet Explorer
 - f. Shortcuts to applications.
5. Mouse Skills
 - a. Use left mouse button for menus, icons, selecting and modifying text and graphics.
 - b. Use right mouse button for shortcut menus.
 - c. Click and drag techniques.
 - a. Use insertion point to add text.

Computer Networking and Telecommunications Skills

1. Demonstrate appropriate use of log-in numbers/names.
2. Discuss concept and appropriate use of network printing. (Example: Print jobs are processed by printer, in the order they are received.)
3. Demonstrate saving to multiple storage drives. (A:/; C:/;D:/)
4. Follow rules established in the classroom and computer lab for using the equipment and programs.
 - a. Demonstrating appropriate use of computers.
 - b. Demonstrating appropriate computer etiquette.

Word Processing Skills

1. Create, name, save and print documents, which includes text and graphics.
2. Demonstrate use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example: Ctrl-S).
3. Open and view existing documents.
 - a. Use print preview.
4. Format document.
 - a. Word spacing.
 - b. Select and modify font type, size and style.
 - c. Highlight text to modify and delete.
 - d. Demonstrate the ability to input text and use Word wrap features. (When writing paragraphs do not use return.)
5. Use a word processor in real world context. (Write story or poems).
6. Paragraph formatting.
 - a. Use the tab, margin and alignment settings in text.
 - b. Indenting.

Keyboarding

1. Identify the letters of the alphabet on the keyboard.
 - a. Correct use of the shift keys for capitalization.
 - b. Type lower case letters.
 - c. Type their full name in proper case.
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions).
3. Demonstrate correct typing posture.
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.
5. Introduce/familiarize relative positions of the keys on the keyboard.
6. Use punctuation and symbol keys.
7. Use informal keyboarding skills to type words, phrases and sentences.

Paint, Draw & Graphics

1. Be familiar with some of the drawing tools in a program.
2. Insert and resize clipart in a program.
3. Copy and paste graphics into a document from various resources.

Spreadsheet

1. Introduce the basic concepts of spreadsheet and bar graph.
 - a. Identify the parts of a spreadsheet; explain the purpose of a spreadsheet (charting).
 - b. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel; etc).

Internet Skills & Concepts

1. Teacher directed discussion and demonstration of the Internet.
 - a.
 - b. Entering a URL.
 - a. Hyperlinks.
 - b. Copyright issues.
 - c. Internet Safety Rules.
2. Identify the web as a resource for information and access at least one remote site.

Digital Camera/Scanner Skills & Usage

1. Introduce and demonstrate the advantages of digital camera and scanner usage.

Electronic Presentation

1. Prepare an electronic presentation.
 - a. Create a one-slide presentation.
 - b. Apply a presentation design.
 - c. Save a presentation.

Second Grade

The following is a list of technology skills that the students should have mastered by the time he/she completes the given grade level.

Fundamental Computer Skills/Concepts

1. Use and understand basic computer related terms:
 - a. Cursor
 - b. Icon
 - c. Scroll bar
 - d. Hour glass/busy
 - e. Word processor
 - f. Internet
 - g. Desktop
 - h. Print Preview
 - i. Spreadsheet
 - j. Bar Graph/Chart
 - k. Acceptable Use Policy
 - l. Network
 - m. Directory
 - n. Open, Close and Save File
 - o. Minimize, Maximize, Close
 - p. Cut/Copy/Paste
 - q. Electronic Presentation
 - r. Digital Camera/Scanner
 - s. URL
 - t. Highlight/Select
 - u. Indent/Tab
 - v. Font
 - w. Margin
 - x. Left, Right and Center Alignment
 - y. Insertion Point
 - z. Animations
 - aa. Hypertext Link
 - bb. AutoSum

2. Identify the hardware/software components of the computer.
 - a. Keyboard and mouse
 - b. Monitor
 - c. Printer
 - d. Headphones
 - e. CPU
 - f. Floppy Disk (software/storage device)
 - g. CD-ROM (software/storage device)
 - h. Scanner
 - i. Digital Camera
 - j. Speakers

k. Hard Drive

- 3. Demonstrate proper care and use of hardware and media.**
 - a. Demonstrate ability to turn computer on/off independently.**
 - b. Demonstrate appropriate care and use of keyboard & mouse.**
 - c. Demonstrate appropriate care and use of computer disks.**
 - d. Demonstrate appropriate care and use of CD-ROM.**
 - e. Demonstrate ability to turn computer off/on independently.**
 - f. Demonstrate appropriate care and use of printer.**
- 4. Identify/Utilize desktop icons.**
 - a. Recycle Bin**
 - b. My Computer**
 - c. Floppy/CD Disk**
 - d. My Documents**
 - e. Internet Explorer**
 - f. Shortcuts to applications.**
 - g. Utilize Start Menu to access Documents and Programs.**
 - h. Utilize the task bar for multi-tasking.**
- 5. Mouse Skills**
 - a. Use left mouse button for menus, icons, selecting and modifying text and graphics.**
 - b. Use right mouse button for shortcut menus.**
 - c. Click and drag techniques.**
 - d. Use insertion point to add text.**

Computer Networking and Telecommunications Skills

- 1. Demonstrate appropriate use of log-in numbers/names.**
- 2. Discuss concept and appropriate use of network printing. (Example: Print jobs are processed by printer, in the order they are received.)**
- 3. Demonstrate saving to multiple storage drives. (A:/; C:/D:/)**
- 4. Follow rules established in the classroom and computer lab for using the equipment and programs.**
 - c. Demonstrating appropriate use of computers.**
 - d. Demonstrating appropriate computer etiquette.**

Word Processing Skills

- 1. Create, name, save and print documents, which includes text and graphics.**
- 2. Demonstrate use of special keyboard keys**
(Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example: Ctrl-S).
- 3. Open and view existing documents.**
 - a. Use print preview.**
- 4. Format document.**
 - a. Word spacing.**
 - b. Select and modify font type, size and style.**

- c. Highlight text to modify and delete.
- d. Demonstrate the ability to input text and use Word wrap features. (When writing paragraphs do not use return.)
- 5. Use a word processor in real world context. (Write story, poems and letters).
- 6. Edit documents.
 - a. Use Spell Check to correct spelling errors.
- 7. Paragraph formatting.
 - a. Use the tab, margin and alignment settings in text.
 - b. Indenting.
 - c. Change line spacing.


Keyboarding

1. Identify the letters of the alphabet on the keyboard.
 - a. Correct use of the shift keys for capitalization.
 - b. Type lower case letters.
 - c. Type their full name in proper case.
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions).
3. Demonstrate correct typing posture.
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.
5. Introduce/familiarize relative positions of the keys on the keyboard.
6. Use punctuation and symbol keys.
7. Use informal keyboarding skills to type words, phrases and sentences.

Paint, Draw & Graphics

1. Be familiar with the drawing tools in a program.
 - a. Draw/Color an object.
 - b. Select and delete an object.
 - c. Change the size and shape of an object.
 - d. Add text to an object using the text tool.
2. Insert and resize clipart in a program.
3. Copy and paste graphics into a document from various resources. (Example: Internet; clipart)

Spreadsheet

1. Introduce the basic concepts of spreadsheet and bar graph.
 - c. Identify the parts of a spreadsheet; explain the purpose of a spreadsheet (charting).
 - d. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel; etc).
2. Introduce formulas using the AutoSum feature .

Internet Skills & Concepts

1. Teacher directed discussion and demonstration of the Internet.
 - a. Entering a URL.
 - b. Hyperlinks.

- c. Copyright issues.
 - d. Internet Safety Rules.
 - e. URL
 - f. Acceptable Use Policy.
2. Identify the web as a resource for information and access remote sites.
3. URL address.
 - a. Identify parts of a URL and what it stands for.
 - b. Demonstrate the importance of accuracy when entering a URL address.
4. Access and navigate book-marked sites.
 - a. Forward
 - b. Back
 - c. Refresh
 - d. Home
 - e. Stop
 - f. Hypertext Links
5. Demonstrate the ability to locate web sites using various search engines/directories.
 - a. Yahoooligans.
 - b. AJKids
 - c. Yahoo
 - d. Google

Digital Camera/Scanner Skills & Usage

1. Introduce and demonstrate the advantages of digital camera and scanner usage.

Electronic Presentation

1. Prepare an electronic presentation.
 - a. Create a one-slide presentation.
2. Change the appearance.
 - a. Apply a presentation design.
 - b. Apply animations and sounds to text and/or graphics.
3. Save a presentation.
4. Present
 - a. Open an existing presentation.
 - b. Practice presentation skills for audience (use of microphone, posture, delivery skills).
 - c. Deliver presentation using projection device.

Third Grade

The following is a list of technology skills that the students should have mastered by the time he/she completes the given grade level.

Fundamental Computer Skills/Concepts

1. Use and understand basic computer related terms:
 - a. Cursor
 - b. Icon
 - c. Scroll bar
 - d. Hour glass/busy
 - e. Word processor
 - f. Internet
 - g. Desktop
 - h. Print Preview
 - i. Spreadsheet
 - j. Bar Graph/Chart
 - k. Acceptable Use Policy
 - l. Network
 - m. Directory
 - n. Open, Close and Save File
 - o. Minimize, Maximize, Close
 - p. Cut/Copy/Paste
 - q. Electronic Presentation
 - r. Digital Camera/Scanner
 - s. URL
 - t. Highlight/Select
 - u. Indent/Tab
 - v. Font
 - w. Margin
 - x. Left, Right and Center Alignment
 - y. Insertion Point
 - z. Animations
 - aa. Hypertext Link
 - bb. AutoSum
 - cc. Software Piracy
 - dd. License Agreement
 - ee. Plagiarism
 - ff. Bibliography
 - gg. Fill handle
 - hh. Page break
 - ii. Undo/Redo

2. Identify the hardware/software components of the computer.
 - a. Keyboard and mouse
 - b. Monitor
 - c. Printer

- d. Headphones
 - e. CPU
 - f. Floppy Disk (software/storage device)
 - g. CD-ROM (software/storage device)
 - h. Scanner
 - i. Digital Camera
 - j. Speakers
 - k. Hard Drive
3. Demonstrate proper care and use of hardware and media.
 - a. Demonstrate ability to turn computer on/off independently.
 - b. Demonstrate appropriate care and use of keyboard & mouse.
 - c. Demonstrate appropriate care and use of computer disks.
 - d. Demonstrate appropriate care and use of CD-ROM.
 - e. Demonstrate ability to turn computer off/on independently.
 - f. Demonstrate appropriate care and use of printer.
 4. Identify/Utilize desktop icons.
 - a. Recycle Bin
 - b. My Computer
 - c. Floppy/CD Disk
 - d. My Documents
 - e. Internet Explorer
 - f. Shortcuts to applications.
 - g. Utilize Start Menu to access Documents and Programs.
 - h. Utilize the task bar for multi-tasking.
 5. Mouse Skills
 - a. Use left mouse button for menus, icons, selecting and modifying text and graphics.
 - b. Use right mouse button for shortcut menus.
 - c. Click and drag techniques.
 - e. Use insertion point to add text.

Computer Networking and Telecommunications Skills

1. Demonstrate appropriate use of log-in numbers/names.
2. Discuss concept and appropriate use of network printing. (Example: Print jobs are processed by printer, in the order they are received.)
3. Demonstrate saving to multiple storage drives. (A:/ C:/;D/;)
4. Follow rules established in the classroom and computer lab for using the equipment and programs.
 - a. Demonstrating appropriate use of computers.
 - b. Demonstrating appropriate computer etiquette.
5. Exposure to plagiarism laws.

Word Processing Skills

1. Create, name, save and print documents, which includes text and graphics.
2. Demonstrate use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example: Ctrl-S).
3. Open and view existing documents.
 - a. Use print preview.
4. Format document.
 - a. Word spacing.
 - b. Select and modify font type, size and style.
 - c. Highlight text to modify and delete.
 - d. Demonstrate the ability to input text and use Word wrap features. (When writing paragraphs do not use return.)
 - e. Selecting Page Orientation. (Landscape or Portrait)
5. Use a word processor in real world context. (Write story, poems, reports and letters).
6. Edit documents.
 - a. Use Spell Check to correct spelling errors.
 - b. Cut, Copy and Paste text and graphics.
 - c. Use Grammar Check to correct grammatical errors.
 - d. Demonstrate and discuss the undo and redo feature.
7. Paragraph formatting.
 - a. Use the tab, margin and alignment settings in text.
 - b. Indenting.
 - c. Change line spacing.
 - d. Insert bullets and/or numbering.
8. Page formatting.
 - a. Creating a multiple page document by inserting a page break.


Keyboarding

1. Identify the letters of the alphabet on the keyboard.
 - a. Correct use of the shift keys for capitalization.
 - b. Type lower case letters.
 - c. Type their full name in proper case.
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions).
3. Demonstrate correct typing posture.
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.
5. Introduce/familiarize relative positions of the keys on the keyboard.
6. Use punctuation, symbol and number keys.
7. Use formal keyboarding skills to type words, phrases and sentences.
8. Identify and use the home row by using proper finger placement.

Paint, Draw & Graphics

1. Be familiar with the drawing tools in a program.
 - a. Draw/Color an object.
 - b. Select and delete an object.
 - c. Change the size and shape of an object.
 - d. Add text to an object using the text tool.
 - e. Duplicate an object.
 - f. Apply special effects to an object such as rotate, stretch and perspective.
2. Insert and resize clipart in a program.
3. Copy and paste graphics into a document from various resources. (Example: Internet; clipart)

Spreadsheet

1. Introduce the concepts of spreadsheet and bar graph.
 - a. Identify the parts of a spreadsheet; explain the purpose of a spreadsheet (charting).
 - b. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel; etc).
2. Introduce formulas using the AutoSum feature .
3. Edit a spreadsheet.
 - a. Insert and delete columns and rows.
 - b. Resize columns and rows.
4. Edit data.
 - a. Insert and delete data.
 - b. Use fill down and across (AppleWorks) or use the fill handle (Excel), to fill in a series such as months, days and numbers.
 - c. Sort data.
5. Format a spreadsheet.
 - a. Select cells to modify and graph data.
 - b. Apply and modify font, size and style.

Internet Skills & Concepts

1. Teacher directed discussion and demonstration of the Internet.
 - a. Entering a URL.
 - b. Hyperlinks.
 - c. Copyright issues.
 - d. Internet Safety Rules.
 - e. URL
 - f. Acceptable Use Policy.
2. Identify the web as a resource for information and access remote sites.
3. URL address.
 - a. Identify parts of a URL and what it stands for.
 - b. Demonstrate the importance of accuracy when entering a URL address.
4. Access and navigate book-marked sites.
 - a. Forward
 - b. Back

- c. Refresh
 - d. Home
 - e. Stop
 - f. Hypertext Links
5. Demonstrate the ability to locate web sites using various search engines/directories.
 - a. Yahoooligans.
 - b. AJKids
 - c. Yahoo
 - d. Google
 6. Access/retrieve information through online resources.
 - a. Identify useful information from search.
 - b. Take notes/paraphrase from search.
 - c. Cite electronic sources for bibliography.

Digital Camera/Scanner Skills & Usage

1. Introduce and demonstrate the advantages of digital camera and scanner usage.
2. Demonstrate the ability to scan a picture and insert it into a document.

Electronic Presentation

1. Prepare an electronic presentation.
 - a. Create a multiple-slide presentation.
2. Change the appearance.
 - a. Apply a presentation design.
 - b. Apply animations and sounds to text and/or graphics.
 - c. Apply slide transitions to slide show.
 - d. Rearrange slides using slide sorter.
 - e. Delete slides.
3. Save a presentation.
4. Present.
 - a. Open an existing presentation.
 - b. Practice presentation skills for audience (use of microphone, posture, delivery skills).
 - c. Deliver presentation using projection device.

Fourth Grade

The following is a list of technology skills that the students should have mastered by the time he/she completes the given grade level.

Fundamental Computer Skills/Concepts

1. Use and understand basic computer related terms:

- a. Cursor
- b. Icon
- c. Scroll bar
- d. Hour glass/busy
- e. Word processor
- f. Internet
- g. Desktop
- h. Print Preview
- i. Spreadsheet
- j. Bar Graph/Chart
- k. Acceptable Use Policy
- l. Network
- m. Directory
- n. Open, Close and Save File
- o. Minimize, Maximize, Close
- p. Cut/Copy/Paste
- q. Electronic Presentation
- r. Digital Camera/Scanner
- s. URL
- t. Highlight/Select
- u. Indent/Tab
- v. Font
- w. Margin
- x. Left, Right and Center Alignment
- y. Insertion Point
- z. Animations
- aa. Hypertext Link
- bb. AutoSum
- cc. Software Piracy
- dd. License Agreement
- ee. Plagiarism
- ff. Bibliography
- gg. Fill handle
- hh. Page break
- ii. Undo/Redo
- jj. Boolean Logic
- kk. Formula

2. Identify the hardware/software components of the computer.
 - a. Keyboard and mouse
 - b. Monitor
 - c. Printer
 - d. Headphones
 - e. CPU
 - f. Floppy Disk (software/storage device)
 - g. CD-ROM (software/storage device)
 - h. Scanner
 - i. Digital Camera
 - j. Speakers
 - k. Hard Drive
 - l. RAM
 - m. DVD
 - n. CD-RW drive

3. Demonstrate proper care and use of hardware and media.
 - a. Demonstrate ability to turn computer on/off independently.
 - b. Demonstrate appropriate care and use of keyboard & mouse.
 - c. Demonstrate appropriate care and use of computer disks.
 - d. Demonstrate appropriate care and use of CD-ROM.
 - e. Demonstrate ability to turn computer off/on independently.
 - f. Demonstrate appropriate care and use of printer.

4. Identify/Utilize desktop icons.
 - a. Recycle Bin
 - b. My Computer
 - c. Floppy/CD Disk
 - d. My Documents
 - e. Internet Explorer
 - f. Shortcuts to applications.
 - g. Utilize Start Menu to access Documents and Programs.
 - h. Utilize the task bar for multi-tasking.

5. Mouse Skills
 - a. Use left mouse button for menus, icons, selecting and modifying text and graphics.
 - b. Use right mouse button for shortcut menus.
 - c. Click and drag techniques.
 - f. Use insertion point to add text.

Computer Networking and Telecommunications Skills

1. Demonstrate appropriate use of log-in numbers/names.
2. Discuss concept and appropriate use of network printing. (Example: Print jobs are processed by printer, in the order they are received.)
3. Demonstrate saving to multiple storage drives. (A:/ C:/;D:/)
4. Follow rules established in the classroom and computer lab for using the equipment and programs.

- a. Demonstrating appropriate use of computers.
 - b. Demonstrating appropriate computer etiquette.
5. Exposure to plagiarism laws.

Word Processing Skills

1. Create, name, save and print documents, which includes text and graphics.
2. Demonstrate use of special keyboard keys
(Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example:Ctrl-S).
3. Open and view existing documents.
 - a. Use print preview.
4. Format document.
 - a. Word spacing.
 - b. Select and modify font type, size and style.
 - c. Highlight text to modify and delete.
 - d. Demonstrate the ability to input text and use Word wrap features. (When writing paragraphs do not use return.)
 - e. Selecting Page Orientation. (Landscape or Portrait)
5. Use a word processor in real world context. (Write story, poems, reports and letters).
6. Edit documents.
 - a. Use Spell Check to correct spelling errors.
 - b. Cut, Copy and Paste text and graphics.
 - c. Use Grammar Check to correct grammatical errors.
 - d. Demonstrate and discuss the undo/redo feature.
7. Paragraph formatting.
 - a. Use the tab, margin and alignment settings in text.
 - b. Indenting.
 - c. Change line spacing.
 - d. Insert bullets and/or numbering.
8. Page formatting.
 - a. Creating a multiple page document by inserting a page break.
 - b. Insert page numbers.
 - c. Insert headers and footers.

Keyboarding


1. Identify the letters of the alphabet on the keyboard.
 - a. Correct use of the shift keys for capitalization.
 - b. Type lower case letters.
 - c. Type their full name in proper case.
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions).
3. Demonstrate correct typing posture.
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.
5. Introduce/familiarize relative positions of the keys on the keyboard.
6. Use punctuation, symbol and number keys.

7. Use formal keyboarding skills to type words, phrases and sentences.
8. Identify and use the home row by using proper finger placement.
9. Demonstrate keyboarding techniques for keying all letters.

Paint, Draw & Graphics

1. Be familiar with the drawing tools in a program.
 - a. Draw/Color an object.
 - b. Select and delete an object.
 - c. Change the size and shape of an object.
 - d. Add text to an object using the text tool.
 - e. Duplicate an object.
 - f. Apply special effects to an object such as rotate, stretch and perspective.
2. Insert and resize clipart in a program.
3. Copy and paste graphics into a document from various resources. (Example: Internet; clipart)

Spreadsheet

1. Introduce the basic concepts of spreadsheet and bar graph.
 - a. Identify the parts of a spreadsheet; explain the purpose of a spreadsheet (charting).
 - b. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel; etc).
 - c. Determine and create appropriate type of graph.
2. Introduce formulas using the AutoSum feature  .
 - a. Enter a simple formula to calculate data.
3. Edit a spreadsheet.
 - a. Insert and delete columns and rows.
 - b. Resize columns and rows.
4. Edit data.
 - a. Insert and delete data.
 - b. Use fill down and across (AppleWorks) or use the fill handle (Excel), to fill in a series such as months, days and numbers.
 - c. Sort data.
 - d. Apply styles to number data. (Currency style; comma style; increase/decrease decimals)
5. Format a spreadsheet.
 - a. Select cells to modify and graph data.
 - b. Apply and modify font, size and style.
 - c. Insert headers, footers and page numbers.

Internet Skills & Concepts

1. Teacher directed discussion and demonstration of the Internet.
 - a. Entering a URL.
 - b. Hyperlinks.
 - c. Copyright issues.

- d. Internet Safety Rules.
 - e. URL
 - f. Acceptable Use Policy.
2. Identify the web as a resource for information and access remote sites.
 3. URL address.
 - a. Identify parts of a URL and what it stands for.
 - b. Demonstrate the importance of accuracy when entering a URL address.
 4. Access and navigate book-marked sites.
 - a. Forward
 - b. Back
 - c. Refresh
 - d. Home
 - e. Stop
 - f. Hypertext Links
 5. Demonstrate the ability to locate web sites using various search engines/directories.
 - a. Yahoooligans.
 - b. AJKids
 - c. Yahoo
 - d. Google
 6. Access/retrieve information through online resources.
 - a. Identify useful information from search.
 - b. Take notes/paraphrase from search.
 - c. Cite electronic sources for bibliography.
 - d. Use Boolean logic as appropriate in key word searching.
 - e. Compare information from a least two sources.
 - f. Evaluate for accuracy, relevance and bias.

Digital Camera/Scanner Skills & Usage

1. Introduce and demonstrate the advantages of digital camera and scanner usage.
2. Demonstrate the ability to scan a picture and insert it into a document.
3. Operate a digital camera and scanner.

Electronic Presentation

1. Prepare an electronic presentation.
 - a. Create a multiple-slide presentation.
2. Change the appearance.
 - a. Apply a presentation design.
 - b. Apply animations and sounds to text and/or graphics.
 - c. Apply slide transitions to slide show.
 - d. Rearrange slides using slide sorter.
 - e. Delete slides.
3. Save a presentation.
4. Present.
 - a. Open an existing presentation.

- b. Practice presentation skills for audience (use of microphone, posture, delivery skills).
- c. Deliver presentation using projection device.

Fifth Grade

The following is a list of technology skills that the students should have mastered by the time he/she completes the given grade level.

Fundamental Computer Skills/Concepts

1. Use and understand basic computer related terms:

- a. Cursor
- b. Icon
- c. Scroll bar
- d. Hour glass/busy
- e. Word processor
- f. Internet
- g. Desktop
- h. Print Preview
- i. Spreadsheet
- j. Bar Graph/Chart
- k. Acceptable Use Policy
- l. Network
- m. Directory
- n. Open, Close and Save File
- o. Minimize, Maximize, Close
- p. Cut/Copy/Paste
- q. Electronic Presentation
- r. Digital Camera/Scanner
- s. URL
- t. Highlight/Select
- u. Indent/Tab
- v. Font
- w. Margin
- x. Left, Right and Center Alignment
- y. Insertion Point
- z. Animations
- aa. Hypertext Link
- bb. AutoSum
- cc. Software Piracy
- dd. License Agreement
- ee. Plagiarism
- ff. Bibliography
- gg. Fill handle
- hh. Page break
- ii. Undo/Redo

- jj. Boolean Logic
- kk. Formula
- ll. Movie/sound clip
- mm. Field
- nn. Record
- oo. Query
- pp. Database
- qq. Web Page/Web Site
- rr. Print selection

2. Identify the hardware/software components of the computer.

- a. Keyboard and mouse
- b. Monitor
- c. Printer
- d. Headphones
- e. CPU
- f. Floppy Disk (software/storage device)
- g. CD-ROM (software/storage device)
- h. Scanner
- i. Digital Camera
- j. Speakers
- k. Hard Drive
- l. RAM
- m. DVD
- n. CD-RW drive

3. Demonstrate proper care and use of hardware and media.

- a. Demonstrate ability to turn computer on/off independently.
- b. Demonstrate appropriate care and use of keyboard & mouse.
- c. Demonstrate appropriate care and use of computer disks.
- d. Demonstrate appropriate care and use of CD-ROM.
- e. Demonstrate ability to turn computer off/on independently.
- f. Demonstrate appropriate care and use of printer.

4. Identify/Utilize desktop icons and start menu.

- a. Recycle Bin
- b. My Computer
- c. Floppy/CD Disk
- d. My Documents
- e. Internet Explorer
- f.
- g. Shortcuts to applications.
- h. Utilize Start Menu to access Documents and Programs.
- i. Utilize the task bar for multi-tasking.
- j. Retrieve existing files using Search- Find/Files and Folders.
- k. Discuss and demonstrate frequently asked questions in the help program.

5. Mouse Skills

- a. Use left mouse button for menus, icons, selecting and modifying text and graphics.
- b. Use right mouse button for shortcut menus.
- c. Click and drag techniques.
- g. Use insertion point to add text.

Computer Networking and Telecommunications Skills

1. Demonstrate appropriate use of log-in numbers/names.
2. Discuss concept and appropriate use of network printing. (Example: Print jobs are processed by printer, in the order they are received.)
3. Demonstrate saving to multiple storage drives. (A:/; C:/D:/)
4. Follow rules established in the classroom and computer lab for using the equipment and programs.
 - a. Demonstrating appropriate use of computers.
 - b. Demonstrating appropriate computer etiquette.
5. Exposure to plagiarism laws.
6. Use electronic encyclopedias and almanacs as an additional resource.

Word Processing Skills

1. Create, name, save and print documents, which includes text and graphics.
 - a. Use Save As to save to a floppy disk.
2. Demonstrate use of special keyboard keys (Shift key, arrow keys, spacebar, Backspace, Delete, Enter key and shortcuts, example: Ctrl-S to save).
3. Open and view existing documents.
 - a. Use print preview.
4. Format document.
 - a. Word spacing.
 - b. Select and modify font type, size and style.
 - c. Highlight text to modify and delete.
 - d. Demonstrate the ability to input text and use Word wrap features. (When writing paragraphs do not use return.)
 - e. Selecting Page Orientation. (Landscape or Portrait)
 - f. Use word art to enhance titles.
5. Use a word processor in real world context. (Write story, poems, reports and letters).
6. Edit documents.
 - a. Use Spell Check to correct spelling errors.
 - b. Cut, Copy and Paste text and graphics.
 - c. Use Grammar Check to correct grammatical errors.
 - d. Demonstrate and discuss the undo/redo feature.
 - e. Demonstrate the ability to use the thesaurus.
7. Paragraph formatting.
 - a. Use the tab, margin and alignment settings in text.
 - b. Indenting.
 - c. Change line spacing.

- d. Insert bullets and/or numbering.
- e. Insert, position and delete tabs on the ruler.
- 8. Page formatting.
 - a. Creating a multiple page document by inserting a page break.
 - b. Insert page numbers.
 - c. Insert headers and footers.
 - d. Insert a page borders.
- 9. Discuss and demonstrate how to read the status bar.
 - a. Page number.
 - b. Page/ Number of Pages
- 10. Use desktop publishing techniques.
 - a. Insert a table into a document.
 - b. Insert and delete rows and columns.
 - c. Resize row/column height and width.
 - d. Change borders.
 - e. Columns.

Keyboarding



1. Identify the letters of the alphabet on the keyboard.
 - a. Correct use of the shift keys for capitalization.
 - b. Type lower case letters.
 - c. Type their full name in proper case.
2. Explain and demonstrate the key press action (one “tap” for a single action; “holding” key for multiple actions).
3. Demonstrate correct typing posture.
4. Use spacebar, shift, return/enter, delete/backspace, caps lock and arrow keys.
5. Introduce/familiarize relative positions of the keys on the keyboard.
6. Use punctuation, symbol and number keys.
7. Use formal keyboarding skills to type words, phrases and sentences.
8. Identify and use the home row by using proper finger placement.
9. Demonstrate keyboarding techniques for keying all letters.
10. Use formal keyboarding skills to learn the numeric keypad.

Paint, Draw & Graphics

1. Be familiar with the drawing tools in a program.
 - a. Draw/Color an object.
 - b. Select and delete an object.
 - c. Change the size and shape of an object.
 - d. Add text to an object using the text tool.
 - e. Duplicate an object.
 - f. Apply special effects to an object such as rotate, stretch and perspective.
2. Insert and resize clipart in a program.
3. Copy and paste graphics into a document from various resources. (Example: Internet; clipart; digital image)

4. Demonstrate the ability to draw perfect circles, squares, and straight lines by using a special key in conjunction with the oval, rectangle and line tools.

Spreadsheet

1. Create, open, save and print a spreadsheet document.
 - a. Use print preview.
 - b. Use shrink to one page for printing large documents.
 - c. Use Save As to save to a floppy disk.
2. Introduce the basic concepts of spreadsheet and bar graph.
 - a. Identify the parts of a spreadsheet (cells; rows, columns); explain the purpose of a spreadsheet (charting).
 - b. Create a simple spreadsheet; create a chart (graph) using available software programs (Excel; etc).
 - c. Determine and create appropriate type of graph.
3. Introduce formulas using the AutoSum feature  .
 - a. Enter a simple formula to calculate data.
 - b. Demonstrate the ability to use the paste function  to calculate the mean, mode and median of data.
 - c. Copy formulas to other cells by using the fill handle (Excel) or copy/paste (AppleWorks).
4. Edit a spreadsheet.
 - a. Insert and delete columns and rows.
 - b. Resize columns and rows.
5. Edit data.
 - a. Insert and delete data.
 - b. Use fill down and across (AppleWorks) or use the fill handle (Excel), to fill in a series such as months, days and numbers.
 - c. Sort data.
 - d. Apply styles to number data. (Currency style; comma style; increase/decrease decimals)
6. Format a spreadsheet.
 - a. Select cells to modify and graph data.
 - b. Apply and modify font, size and style.
 - c. Insert headers, footers and page numbers.
 - d. Insert borders and shading.

Internet Skills & Concepts

1. Teacher directed discussion and demonstration of the Internet.
 - a.
 - b. Entering a URL.
 - c. Hyperlinks.
 - d. Copyright issues.
 - e. Internet Safety Rules.
 - f. URL
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 - b. Demonstrate the importance of accuracy when entering a URL address.
4. Access and navigate book-marked sites.
 - a. Forward
 - b. Back
 - c. Refresh
 - d. Home
 - e. Stop
 - f. Hypertext Links
5. Demonstrate the ability to locate web sites using various search engines/directories.
 - a. Yahoooligans.
 - b. AJKids
 - c. Yahoo
 - d. Google
6. Access/retrieve information through online resources.
 - a. Identify useful information from search.
 - b. Take notes/paraphrase from search.
 - c. Cite electronic sources for bibliography.
 - d. Use Boolean logic as appropriate in key word searching.
 - e. Compare information from a least two sources.
 - f. Evaluate for accuracy, relevance and bias.
7. Print selected parts of an online or electronic resource.

Digital Camera/Scanner Skills & Usage

1. Introduce and demonstrate the advantages of digital camera and scanner usage.
2. Demonstrate the ability to scan a picture and insert it into a document.
3. Operate a digital camera and scanner.

Electronic Presentation

1. Prepare an electronic presentation.
 - a. Create a multiple-slide presentation.
2. Change the appearance.
 - a. Apply a presentation design.
 - b. Apply animations and sounds to text and/or graphics.
 - c. Apply slide transitions to slide show.
 - d. Rearrange slides using slide sorter.
 - e. Delete slides.
 - f. Insert movie and sound clips and/or play CD audio track on a media slide.
3. Save a presentation.
4. Present.
 - a. Open an existing presentation.
 - b. Practice presentation skills for audience (use of microphone, posture, delivery skills).
 - c. Deliver presentation using projection device.

- d. Demonstrate the ability to control the pace or timing of a presentation.

Database Skills

1. Create and save a database.
 - a. Identify intended use.
 - b. Define parts of a database.
 - (1) Fields
 - (2) Records
 - (3) Query
 - (4) Reports
 - c. Specify data organization.
 - d. Define fields and field types.
 - e. Enter data in a consistent form.
 - f. Save and name database.
2. Retrieve data.
 - a. Sort
 - b. Search for specific data by field.
 - c. Create and print reports.
3. Edit data.
 - a. Add records to a file.
 - b. Delete records from a database file.
 - c. Delete a field from a record.
 - d. Save updated records.
 - e. Change the appearance of the database.
4. Discuss issues related to privacy and protection from theft or fraud. (Example: Credit Card company's database.)

Web Creation

1. Create a web site.
 - a. Create at least one internal link to access internal pages.
 - b. Apply color, formatting and alignment to text.
 - c. Apply background themes.
 - d. Place graphics on pages.
2. Insert tables.
 - a. Modify column and row, height and width.
 - b. Modify and remove borders.