

**Teacher: Core Computer Grade K**

**Year: 2007-2008**

**Course: Computer Grade K**

<b>Computer Use, Guidelines and Etiquette</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Appropriate computer conduct Computer use is a privilege	Discuss computer use as a privilege  Discuss that all students (K-8) use the following technology: headphones, speakers, keyboard, screen/monitor, printer, mouse  Describe appropriate headphone and speaker use  List appropriate computer classroom conduct: raise hand to speak, neighbor communication, out-of-seat behavior	

  

<b>Technology in Our World</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
How technology is used in today's world	Define computers as tools that people use every day  Discuss how many or most jobs	

	use technology	
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### Electronic Presentation

Content	Skills	Standards
Electronic presentation	<p>Discuss how computers can be used to sequence events</p> <p>Demonstrate how computer tools can be used to make colors, shapes, patterns, scenes, words, drawings, letters, numbers, and noises for various uses and purposes</p>	

### Internet

Content	Skills	Standards
Navigation on the Internet	Demonstrate use of the scroll bars to move on a web site	
Web browser	Recognize links and demonstrate using a link	
Web sites	Demonstrate using the forward and backward buttons to move to different web pages	
Identify a web browser icon (Internet Explorer) and that it is the program that accesses the Internet		

	<p>Compare a text book with a web page in regards to information provided</p> <p>Identify what a "pop-up" is and discuss how to handle it appropriately</p> <p>Discuss the Favorites tool in a web browser and what it is used for</p> <p>Identify and utilize the organizational structure of the Favorites listing and folders</p>	
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### Network Concepts

Content	Skills	Standards
Basic network concepts	<p>Discuss how the network is a group of connected computers and technology sharing resources</p> <p>Demonstrate saving documents to the local computer drive</p>	

### Keyboarding and Mouse Skills

Content	Skills	Standards
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<p>Mouse skills</p> <p>Keyboard use</p>	<p>Demonstrate mouse skills: click, double click, click and drag, click to enter, click to exit, and recognize a mouse selected program</p> <p>Recognize and demonstrate using the keyboard: backspace key, letter keys, space bar, enter key and shift key</p>	
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### Software Basics

Content	Skills	Standards
<p>Handling a CD</p> <p>Software programs</p>	<p>Demonstrate proper handling of a cd and placing it into the cd-rom drive</p> <p>Apply teacher-directed instructions on navigating various software programs</p>	

### Graphics

Content	Skills	Standards
<p>Graphics</p>	<p>Discuss that pictures, like words, are a tool for communication</p>	

Identify and compare sources for graphics

Demonstrate selection of appropriate graphics

Demonstrate appropriate sizing and placement of graphics

**Teacher: Core Computer Grade 1**

**Year: 2007-2008**

**Course: Computer Grade 1**

<b>Computer Use, Guidelines, Etiquette</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Turning computer on	Demonstrate turning on/off a computer by locating and using the on/off button on CPU	
Parts of a computer	Determine the status of the computer - sleep mode/ monitor off/on, CPU on/off	
Proper use of technology equipment	Identify part of a computer (CPU, keyboard, mouse, monitor, screen, speakers, printer, headphones)	
Computers are a tool		
Computers are a privilege to use	Demonstrate correct use of mouse functions (click, double click, click and drag, click to enter or exit, click to select something)	
	Describe and demonstrate proper care of technology equipment	
	Evaluate computers as a tool	
	Discuss how computers are a privilege to use	

## Network

Content	Skills	Standards
Basic network concepts	<p>Understand that a network is a group of computers connected that can "talk to one another"</p> <p>Demonstrate that access to a network is through a log in</p> <p>Demonstrate saving documents to selected folders on the network</p>	

## Internet

Content	Skills	Standards
Web browser Web sites Web browser tools	<p>Discuss what the Internet is</p> <p>Locate a web browser icon (Internet Explorer), recognize that the web browser is the program used to access the Internet</p> <p>Discuss various web browser programs</p> <p>Demonstrate use of web browser tools and navigation functions (arrow buttons, scroll bars, links,</p>	

	<p>Favorites)</p> <p>Recognize "pop-ups" and discuss how to deal with them appropriately</p> <p>Recognize and utilize the organization structure of the Favorites folders and listings</p>	
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### Technology in Our World

Content	Skills	Standards
Computers are tools	Discuss that computers are tools and assists people in their work or profession	

### Graphics

Content	Skills	Standards
Graphic creation	<p>Recognize and open up a graphics program</p> <p>Demonstrate use of a graphics program tools (stamps, drawing tools, eraser, background, paint, paint brush)</p>	

## Electronic Presentation

Content	Skills	Standards
Electronic presentation	Discuss how computers can be used to show a sequence of events  Create and place events in order in an electronic presentation	

## Keyboarding and Mouse Skills

Content	Skills	Standards
Basic keyboard skills  Mouse usage	Demonstrate the use of different mouse clicking techniques (single click, double click, click and drag, click to enter, click to exit)  Navigate a program through practiced motor skills  Discuss the uses of the keyboard  Identify and demonstrate the correct use of the following keys: backspace, letter keys, number keys, space bar, shift and enter key	

## Software Basics

Content	Skills	Standards
<p>Correct handling of CDs</p> <p>Correct use of the CD drive</p> <p>Software programs</p>	<p>Compare CDs to books and encyclopedias</p> <p>Demonstrate correct handling of a cd</p> <p>Demonstrate proper loading/unloading of the cd drive</p> <p>Discuss how some software programs require a cd to run and others do not</p> <p>Troubleshoot why a cd program does not open or operate</p> <p>Apply teacher directed instructions specific to running a software program</p>	

**Teacher: Core Computer Grade 2**

**Year: 2008-2009**

**Course: Computer Grade 2**

<b>SEPTEMBER</b> Technology in Our World		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Computers are tools Correct tool selection  Safe and appropriate use of tools	Usage of computers and associated programs enhances learning, offers extensions and promotes creativity  Identify the correct program that will assist in an assignment  Use of software programs can be mimicked and explore to expose user to new techniques	2.CT.2.0 ~ Students use technology to enhance learning, extend capability, and promote creativity.  2.CT.2.1 ~ Use a directed variety of media for learning activities.  2.CT.3.0 ~ Students evaluate and select information tools based on the appropriateness to specific tasks.  2.SI.1.2 ~ Utilize safe technology behaviors.
<b>OCTOBER</b> Computer Use, Guidelines and Etiquette		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Appropriate computer conduct Parts of computer  Proper use of technology equipment  Computers are a tool	Demonstrate appropriate behavior at the computer  Identify: CPU, keyboard, mouse, monitor, screen, speakers, printer, headphones and related cables  Demonstrate: turn off/on the CPU and monitor; adjust headphone size and volume  Determine the status of computer: sleep mode, monitor off/on, CPU	2.CT.1.0 ~ Students recognize and demonstrate skills in operating technological systems.  2.SI.1.2 ~ Utilize safe technology behaviors.

Computer use is a privilege	off/on, keyboard readiness (upright, scroll, number and caps lock off/on)	
	Evaluate computers as a tool  Describe and demonstrate proper care of technology equipment	

<b>N O V E M B E R</b>	<b>Keyboarding and Mouse Skills</b>		
	<b>Content</b>	<b>Skills</b>	<b>Standards</b>
	<p>Mouse usage skills</p> <p>Basic keyboard skills</p>	<p>Demonstrate the following skills: single click, double click, click and drag, click to enter or exit</p> <p>Use keyboard to enter text</p> <p>Demonstrate correct posture and hand placement on keyboard (homerow keys)</p> <p>Demonstrate correct finger/hand position for: spacebar, enter key, and shift key</p> <p>Demonstrate informal keyboarding of words and paragraphs by: using delete, backspace and spacebar keys; change text size, color and font; and use shift,</p>	

punctuation, enter and shift/num  
lock keys

Demonstrate use of insertion point  
and cursor

Understand concept of text/word  
wrap

**Teacher: Core Computer Grade 3**

**Year: 2008-2009**

**Course: Computer Grade 3**

S E P T E M B E R	Keyboarding and Mouse Skills		
	Content	Skills	Standards
	Mouse usage skills	Demonstrate proficient use of the mouse by efficiently maneuvering mouse by single click, double click, click and drag, click to enter or exit	3.CT.1.2 ~ Demonstrate use of home row keyboarding
	Basic keyboard usage		3.CT.1.4 ~ Create, save and retrieve folders.
	Word Processing	Demonstrate and practice correct finger/hand position for all letter keys in addition to shift, enter, punctuation and backspace  Demonstrate correct posture  Compose sentences and paragraphs using proper keyboarding techniques  Change text size, color, alignment and font in addition to highlighting text  Demonstrate use of Spell-checks proficiently  Demonstrate proficient usage of insertion point and cursor  Understands the concept of text/word wrap  Demonstrate saving and retrieving	3.CT.2.1 ~ Use a word processor to develop a product.

text

Choose the appropriate printer when printing a file

OCTOBER

### Computer Use, Guidelines and Etiquette

Content	Skills	Standards
Appropriate computer conduct	<p>Understand that computer use is a privilege</p> <p>Demonstrate proficient use of headphones; including adjustments and troubleshooting problems</p> <p>Demonstrate knowledge and proper care of technology equipment and understand the consequences of misuse</p> <p>Understand that all students (k-8) use the following technology: headphones, speakers, keyboard, screen/monitor, printer, mouse</p> <p>Understand, discuss and agree to district student acceptable from and its' contents</p> <p>Recognize and demonstrate skills in operating technological systems</p>	<p>3.CT.1.0 ~ Students recognize and demonstrate skills in operating technological systems.</p> <p>3.CT.1.1 ~ Identify parts of an operating system environment</p> <p>3.CT.1.3 ~ Demonstrate proper care in the use of hardware, software, peripherals, and storage media.</p> <p>3.SI.1.0 ~ Students understand the safe, ethical, legal, and societal issues related to technology</p> <p>3.SI.1.1 ~ Distinguish among different types of illegal and unethical technology usage.</p> <p>3.SI.1.2 ~ Implement safety precautions while online.</p>

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**Electronic Presentation/Communication**

<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Electronic Presentation	<p>Recognize some of the uses of PowerPoint and be able to compare and contrast other known programs and their use</p> <p>Recognize PowerPoint is a series of slides</p> <p>Create a slide show to organize and present information</p> <p>Understand the various tools of PowerPoint (and other presentation programs): Template Backgrounds Text Graphics Sound Emphasis Transitions Animation</p>	<p>3.CP.1.0 ~ Students understand the purpose of information technologies to communicate with a variety of collaborators.</p> <p>3.CP.1.1 ~ Participate within groups to produce a digital output for a given assignment.</p> <p>3.CP.2.1 ~ Describe how a message communicated through information technology is affected by an audience.</p> <p>3.CT.2.2 ~ Develop documents in design applications.</p> <p>3.CT.3.0 ~ Students evaluate and select information tools based on the appropriateness to specific tasks.</p> <p>3.NC.4.0 ~ Students understand the purpose and demonstrate the use of the design process in problem solving.</p> <p>3.NC.4.1 ~ Produce a variety of solutions to a defined problem</p>

**Teacher: Core Computer Grade 5**

**Year: 2007-2008**

**Course: Computer Grade 5**

<b>Computer Use and Guidelines</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Student Acceptable Use Policy Security measures and netiquette	Understand, discuss and agree to district student acceptable form and its' contents  Demonstrate proper use of technology equipment and understand the consequences of misuse	

  

<b>Technology in Our World</b>		
<b>Content</b>	<b>Skills</b>	<b>Standards</b>
How technology is used  Technological advances	Brainstorm a list of how people use technology at home and in the work place  Determine what technology skills will be needed for college and the workplace	

	Analyze what effect the changes in technology have on society	
	Identify advances in technology	

### Network Concepts

Content	Skills	Standards
Network functions Accessing a network	Demonstrate logging on/off the network  Demonstrate saving and retrieving documents from personal folder located on network  Describe how a network works and how it is used	

### Internet and Navigating the Internet

Content	Skills	Standards
Web browsers  Search techniques	Demonstrate opening a web browser and explain its purpose  Identify the domain of a web site  Demonstrate entering a web address  Identify and demonstrate using web browser tools to navigate web	

Evaluating Internet resources	pages (hyperlinks, favorites list, back/forward buttons, URL box)	
Citing Internet resources	Utilize different search engines and directories to locate information	
	Determine accuracy and reliability of a Internet site using a standard criteria for evaluation	
	Demonstrate proper citing of Internet resources	

## Keyboarding

Content	Skills	Standards
Proper keyboarding posture	Touch keyboarding (memorization of key location)	
Correct key stroking techniques	Demonstrate correct keyboarding techniques (posture/key stroke) to input information	
Demonstrate building speed and accuracy through drills and time tests (15 wpm / 80% accuracy)		
Number and symbol keys	Practice keyboarding techniques by composing original text, typing text from hard copy, typing text from hand written copy and typing in a electronic keyboard program	
	Apply proper keyboarding	

	<p>techniques when typing in all subject areas</p> <p>Practice and utilize the number and symbol keys to increase awareness and application of these keys</p>	
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### Electronic Presentations

Content	Skills	Standards
Electronic Presentation (PowerPoint)	Recognize that PowerPoint is a series of slides	
Drawing tools in PowerPoint	Recognize that PowerPoint is a tool for presentations and has many other uses	
Formating and editing a slide show		
Commands, menus and vocabulary used in PowerPoint	Understand that PowerPoint offers template formatting and student generated backgrounds, text, graphics, sound, transition and animation.	
	Utilize drawing tools to create pictures	
	Create a slide show to organize and present information	
	Naviagate throughout the slide show	
	Select a design template and slide layout	

	<p>Apply text, graphics, background, sound, transition and animation to slides</p> <p>Edit and proof read slides</p> <p>Present slide show to an audience</p>	
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## Graphics

Content	Skills	Standards
Work with digital images in word processing, spreadsheets and presentations	<p>Use digital camera to take photos</p> <p>Download and access photos from a designated file location</p> <p>Insert and manipulate digital photos in various types of documents (word processing, spread sheet, slide show)</p> <p>Utilize graphics tools to edit (resizing, cropping, color palatte, etc...)</p>	

## Spreadsheets

Content	Skills	Standards
Spreadsheet program	<p>Recognize that spreadsheets (Excel) has many uses</p> <p>Demonstrate that data entered into a spreadsheet can be manipulated</p>	

	<p>showing various patterns and outcomes (calculations)</p> <p>Create a usable spreadsheet document</p> <p>Use simple formulas to calculate data</p> <p>Insert graphics and use formatting tools (color, borders, etc...)</p>	
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**Software Basics (content area software)**

<b>Content</b>	<b>Skills</b>	<b>Standards</b>
Software programs	Apply the verbal and visual instructions provided for using various content area software programs. (examples: math - How the West Was Won; reading - Word Munchers; social studies - Oregon Trail)	