

Saint Peter School



Computer Lab Technology Curriculum 2006/2007

First Grade

1. Students will learn computer etiquette including rules for movement, using the equipment and procedures for asking questions.
2. Students will learn basic computer literacy including learning keyboard layout (e.g., return, escape, delete, backspace keys, etc.), using a mouse, dragging, clicking, using pull-down menus, closing windows, etc.
3. Students will learn word processing basics including typing names and simple sentences, opening a previously saved document, opening and closing programs and using headphones and understanding the purpose of electronic communication.
4. Students will learn how to select, use and create graphics with paint programs.
5. Students will learn basic Internet skills including introduction to fun internet sights as they apply to classroom curriculum, as well as very basic Search techniques as a class.

1st Nine Weeks:

Basic Skills and Concepts

- Computer Care
- Use proper posture
- Follows rules and procedures for technology use
- Mouse skills
- Start up, use and shut down a computer properly
- Basic technology vocabulary

- Opens and closes applications
- Saving and retrieving documents

2nd Nine Weeks:

Drawing and Painting

- Uses draw tools to create objects
- Creates pictures with paint programs
- Uses textbox to write about or label pictures
- Creates graphics that illustrate an idea

3rd Nine Weeks:

Email

- Use technology to communicate effectively
- Develop word-processing skills to improve written communication.
- Create email messages that are properly formatted and communicate an idea or thought in a brief manner
- Understands purpose of electronic communication
- Understands user name and password

4th Nine Weeks:

Internet

- Uses teacher-selected web sites
- Launches a browser and uses the tool bar
- Returns to site using bookmark/favorite

Second Grade

1. Students will learn computer literacy including saving and retrieving documents, working with windows, icons and menus, using spell check and using various fonts and sizes, etc.
2. Students will learn formal keyboarding. Including, proper posture, locating and using letter and number key with correct hand placement, home row finger placement and spacing after punctuation.

3. Students will learn how to create a picture in one program, then “Copy and Paste” the picture into Microsoft Word, where text boxes are added for word processing and formatting.
4. Students will learn basic Internet skills including introduction to fun internet sights as they apply to classroom curriculum, a basic Search technique as a class, launching a browser, using the tool bar, returns to site using back button or bookmark/favorite.

1st Nine Weeks and 2nd Nine Weeks:

Basic Skills and Concepts

- Computer care
- Follows rules and procedures for technology use
- Mouse skills
- Uses basic technology vocabulary
- Opens and Closes an application
- Learns to work with windows, icons, and menus
- Learns to retrieve and save documents

Keyboarding

- Locates and uses letter and number keys with correct left and right hand placement
- Uses the correct finger of the correct hand for space bar, enter and shift keys
- Uses proper posture
- Introduction to home row finger placement
- Be able to produce a simple illustration of an assigned subject, and write a 1-2 sentence description of the subject

3rd Nine Weeks:

Graphics

- Uses draw tools to create objects
- Uses textbox to write about or label pictures
- Copy and paste graphic into a Word program
- Creates pictures with paint programs

4th Nine Weeks:

Internet and Email

- Uses teacher-selected web sites

- Launches a browser and uses the tool bar
- Navigates by clicking on links on web pages
- Learns the purpose of electronic communication

Third Grade

1. Students will learn computer literacy including saving and retrieving documents, working with windows, icons, and menus, using menu bars and commands, using basic technology vocabulary, and finding and launching applications.
2. Students will learn more specific keyboarding skills. Including proper posture, locating and using letter and number keys with correct hand placement, using home row finger placement.
3. Students will learn word processing skills including composing a letter utilizing tab, shift, enter, proper punctuation keys; using menu bar, and spell check.
4. Students will learn how to create pictures in paint programs, using draw tools to create objects, applies good design principals, uses textbox to label or write about pictures, inserts, deletes and moves slides, presents a slide presentation to the class.
5. Students will learn internet interaction/instruction including performing simple searches for sites, launching a browser and using the tool bar, navigates by clicking on links on web pages, internet terminology, safety, and ethics.

1st Nine Weeks and 2nd Nine Weeks

Basic Skills and Concepts

- Uses and understands basic computer related terms
- Identify basic computer hardware components and devices
- Care and appropriate use of hardware
- Works with windows, icons, and menus
- Saves and retrieves documents
- Opens and closes applications

Keyboarding and Word Processing

- Locates and uses letter and number keys with correct left and right hand placement
- Uses home row finger placement

- Inserts, edits, and formats text
- Uses spell check
- Works with different text size, style, color, font
- Setting margins, center/justify text

3rd Nine Weeks

Graphics and Word Processing

- Creates pictures with paint programs
- Import, scale, and move pictures
- Uses draw tools to create objects
- Insert, delete, and move slides
- Present slide presentation to class

4th Nine Weeks

Internet

- Perform simple searches for sites, with instruction
- Internet sites are utilized in the lab as related to classroom curriculum
- Learns the importance of protection of personal information
- Identify dangerous situations online
- Works cooperatively and collaboratively with others when using technology

Fourth Grade

1. Students will learn computer literacy including toggling between open programs and using the computer to store notes and graphics, applies strategies for identifying and solving routine hardware and software problems, retrieves and saves documents.

2. Students will endeavor to achieve 20-25 wpm typing level. Key the entire alphabetic keyboard by touch using the correct finger of the correct hand.

3. Students will learn enhanced Word Processing Skills. Students will utilize Microsoft Word for various projects pertaining to Classroom topics.

4. Students will learn how to create a PowerPoint slide show. Use basic layout features, use build, transition and sound functions. Choose/change slide layout and template, insert graphics and word art, includes graphs and charts in presentation.

5. Students will learn internet interaction/instruction

including using teacher-selected web sites, launching a browser and using the tool bar, navigates by clicking on links on web pages, knows the parts of a URL.

1st Nine Weeks

Keyboarding

- Uses proper posture
- Locates and uses letter and number keys with correct left and right hand placement
- Uses home row finger placement
- Key the entire alphabetic keyboard by touch using the correct finger of the correct hand
- Types 20-25 words per minute

2nd Nine Weeks

Basic Skills and Word Processing

- Opens and closes applications, works with windows, icons and menus, retrieve and save documents
- Uses menu bars and commands
- Applies strategies for identifying and solving routine hardware and software problems
- Inserts, edits and formats text
- Uses spell check and thesaurus
- Insert/delete letters, words and spaces
- Use cut, copy and paste

3rd Nine Weeks

Internet

- Internet safety, avoidance of plagiarism, evaluates sites and information for validity and accuracy
- Uses teacher-selected websites
- Launches a browser and uses the tool bar
- Curriculum-related web scavenger hunts

4th Nine Weeks

PowerPoint

- Create a slide presentation
- Choose/change slide layout and template
- Insert, delete and move slides

Applies good design principles

Fifth Grade

1. Students will learn computer literacy including working with windows, icons, and menu, uses basic technology vocabulary, saving and retrieving documents, finding and launching applications, solving routine hardware and software problems, select printer, use of multiple applications simultaneously.
2. Students will endeavor to achieve 20-25 wpm typing level. Key the entire alphabetic keyboard by touch using the correct finger of the correct hand.
3. Students will learn advance word processing skills including Inserts, edits, and formats text, uses spell check and thesaurus, select text, use various fonts, spacing and colors, use cut, copy, and paste, create, move around and view multiple pages, work with page margins, insert headers and footers, insert and manipulate clip art.
4. Students will be introduce to database and spreadsheet development including collecting data and creating new spreadsheets, using simple formulas, collects, inputs, analyzes, organizes and displays data graphically.
5. Students will be introduce to multimedia presentations using PowerPoint. They will determine target audience, goal, and purpose of presentation. Uses outlines and storyboards to brainstorm and plan presentation .
6. Students will learn internet/instruction including using teacher-selected web sites, launching a browser, using the tool bar, navigates by clicking on links on web pages, copies and paste texts or images and cites sources correctly.

1st Nine Weeks

Keyboarding

- Uses proper posture
- Locates and uses letter and number keys with correct left and right hand placement
- Uses home row finger placement
- Key the entire alphabetic keyboard by touch using the correct finger of the correct hand
- Types 20-25 words per minute

2nd Nine Weeks

Basic Skills and Word Processing

- Opens and closes applications, work with windows, icons and menus, retrieve and save documents
- Uses menu bars and commands
- Applies strategies for identifying and solving routine hardware and software problems
- Inserts, edits and formats text
- Uses cut, copy and paste
- Create, move around and view multiple pages
- Work with page margins, insert headers/footers
- Insert and manipulate clip art

3rd Nine Weeks

PowerPoint and Spreadsheet

- Create a slide presentation
- Choose/change slide layout and template
- Insert, delete and move slides
- Applies good design principles
- Collects data and creates new spreadsheet
- Uses simple formula
- Collects, inputs, analyzes, organizes and displays data graphically
- Includes graphs and charts in PowerPoint presentation

4th Nine Weeks

Internet

- Internet safety, avoidance of plagiarism, evaluates sites and information for validity and accuracy
- Uses teacher-selected websites
- Launches a browser and uses the tool bar
- Curriculum-related web scavenger hunts

Sixth Grade

1. Students will demonstrate mastery of word processing tools including spell and grammar check, thesaurus, copy and paste, and print commands. Reformat word processing documents for page size and type, margins, font style and size, and headers and footers.
2. Students will achieve better organizational means of collecting data, improve written communication skills, and better understand the importance of computer technology for daily living.
3. Students will construct formal and informal letters, as well as setting up a page to create an invitation while using proper keyboarding techniques to improve accuracy and speed.
4. Students will learn to use search engines, searching strategies, and research skills to complete projects and study aides. Students will evaluate resources and information for accuracy and usefulness. Students will use ethical, safe, and responsible behavior relating to issues (e.g., security, private passwords, and personal information) and recognize possible consequences of misuse.
5. Students will produce multi-media presentations using Microsoft PowerPoint. Students will gain an understanding of the capabilities of the presentation software.
6. Students will use spreadsheet terms/concepts and functions. Students will modify/create spreadsheets and graphs/charts to analyze and interpret data for assignments.
7. Students will capture and edit video pictures using a video capture device. Students will use technology tools (i.e., digital camera, scanner, etc.) to create and communicate for collaborative projects.

1st Nine Weeks

Keyboarding

- Uses proper posture
- Locates and uses letter and number keys with correct left and right hand placement
- Uses home row finger placement
- Key the entire alphabetic keyboard by touch using the correct finger of the correct hand
- Types 20-25 words per minute

Word Processing Skills

- Skills introduced in Microsoft Word, including fonts, alignment, saving and retrieving documents, printing documents
- Create formal and informal letters
- Create various styles of invitation both formal and informal using various text styles , borders and alignments

2nd Nine Weeks

PowerPoint and Spreadsheet

- Create a slide presentation
- Choose/change slide layout and template
- Insert, delete and move slides
- Applies good design principles
- Collects data and creates new spreadsheet
- Uses simple formula
- Collects, inputs, analyzes, organizes and displays data graphically
- Includes graphs and charts in PowerPoint presentation

3rd and 4th Nine Weeks

Internet

- Internet safety, avoidance of plagiarism, evaluates sites and information for validity and accuracy
- Uses teacher-selected websites
- Launches a browser and uses the tool bar
- Curriculum-related web scavenger hunts

Multi-Media

- Select and use responsibly a variety of computing devices (e.g., scanners, digital cameras, etc.) to collect , analyze and present content area information
- Use their collective information to apply to a short video to present to a variety of audiences.
- Demonstrate knowledge of multimedia by using terms/concepts to describe project/products
- Recognize and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, and content) in multimedia project and presentations as a class/group.

Seventh Grade

1. Students will achieve better organizational means of collecting data, improve written communication skills and better understanding the importance on computer technology for daily living.
3. Students will use proper keyboarding techniques to improve accuracy and speed.
4. Students will learn to use search engines, searching strategies, and research skills to complete projects and study aides. Students will evaluate resources and information for accuracy and usefulness. Students will use ethical, safe, and responsible behavior relating to issues (e.g., security, private passwords, personal information) and recognize possible consequences of misuse.
5. Students will produce multi-media presentations using Microsoft PowerPoint. Students will gain an understanding of the capabilities of the presentation software.
6. Students will use spreadsheet terms/concepts and functions. Students will modify/create spreadsheets and graphs/charts to analyze and interpret data for assignments.
8. Students will capture and edit video pictures using a video capture device. Students will use technology tools (i.e., digital camera, scanner, etc.) to create and communicate for collaborative projects.
9. Students will design a newsletter demonstrating the skills learned throughout the year.

1st Nine Weeks

Keyboarding

- Uses proper posture
- Locates and uses letter and number keys with correct left and right hand placement
- Uses home row finger placement
- Key the entire alphabetic keyboard by touch using the correct finger of the correct hand
- Types 20-25 words per minute

Word Processing Skills

- Skills introduced in Microsoft Word, including fonts, alignment, saving and retrieving documents, printing documents
- Create various styles of invitation both formal and informal using various text styles , borders and alignments

2nd Nine Weeks

Powerpoint and Spreadsheet

- Create a slide presentation
- Choose/change slide layout and template
- Insert, delete and move slides
- Applies good design principles
- Collects data and creates new spreadsheet
- Uses simple formula
- Collects, inputs, analyzes, organizes and displays data graphically
- Includes graphs and charts in PowerPoint presentation

3rd Nine Weeks and 4th Nine Weeks

Multi-Media

- Select and use responsibly a variety of computing devices (e.g., scanners, digital cameras, etc.) to collect , analyze and present content area information
- Use their collective information to apply to a short video to present to a variety of audiences
- Demonstrate knowledge of multimedia by using terms/concepts to describe project/products
- Recognize and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, content) in multimedia project and presentations as a class/group

Internet

- Internet safety, avoidance of plagiarism, evaluates sites and information for validity and accuracy
- Uses teacher-selected websites
- Launches a browser and uses the tool bar
- Curriculum-related web scavenger hunts

Newsletter

- Plan and develop database reports to organize, explain, and display finding as a class
- Modify/create and use spreadsheets to graph data to incorporate into project
- Use a variety of computing devices to design, develop, format and publish in a newsletter to a variety of audiences