

# TECHNOLOGY

## Kindergarten

### Basic Operations and Concepts/Proficiencies

Student will . . .

- Log on/off of Network with password
- Use basic technology vocabulary when referring to computer terms: computer, monitor, mouse, mouse pad, keyboard, CD-ROM, printer, enter key, escape key, caps lock key, and software
- Use mouse to select programs or objects; learn to click, double-click, and drag
- Use the keyboard: select letters and numbers; use the shift key; the space bar and enter key
- Use correct posture
- Use simple drawing software

# First Grade

## Basic Operations and Concepts/Proficiencies

Student will . . .

- Log on/off of Network with password
- Understand use of and/or review technology vocabulary: computer, monitor, mouse, mouse pad, keyboard, CD-ROM, printer, software, floppy disk, CD, e-mail, and icons.
- Introduce keyboard skills: select letters and numbers; use of shift, space bar, backspace, enter, escape, caps lock, and delete keys; number pad and num lock key
- Review use of mouse to select programs or objects, click, double-click, and drag; use menu to save, open, close, and print
- Use simple drawing software
- Encouragement of basic skills learned and correct posture during all computer use
- Use guided Internet access

## Second Grade

### Basic Operations and Concepts/Proficiencies

Students will . . .

- Log on/off of Network with password
- Understand use of and/or review technology vocabulary: computer, monitor, mouse, mouse pad, keyboard, CD-ROM, printer, software, floppy disk, CD, e-mail, and icons
- Introduce keyboarding skills: select letters and numbers; use of shift, space bar, backspace, enter, escape, caps lock, and delete keys; number pad and num lock key
- Review use of mouse to select programs or objects, click, double-click, and drag; use menu to save, open, close, and print
- Use simple drawing software
- Integrate graphics, text, and sound
- Begin learning how to create a multimedia presentation
- Introduce the Internet and use guided access
- View web pages selected by teacher; explore Internet links
- Encouragement of basic skills learned and correct posture during all computer use

# Third Grade

## Basic Operations and Concepts/Proficiencies

Student will . . .

- Log on/off of Network with password
- Understand use of and/or review technology vocabulary: computer, monitor, mouse, mouse pad, keyboard, CD-ROM, printer, software, floppy disk, CD, e-mail, icons, cursor, highlight, and scanner
- Develop keyboarding skills: home row with left and right hand placement, use of shift, space bar, backspace, enter, escape, caps lock, and delete keys, number pad and num lock key
- Review use of mouse to select programs or objects, click, double-click, and drag; use menu to save, open, close, and print
- Further develop drawing skills
- Integrate graphics, text, and sound
- Further develop skills to create multimedia presentations
- Introduce the Internet and use guided access
- Create individual folders to “save” their work.
- Be able to move around desktop
- View web pages selected by teacher; explore Internet links
- Encouragement of basic skills learned and correct posture during all computer use

# Fourth Grade

## Basic Operations and Concepts/Proficiencies

Student will . . .

- Log on/off of Network with password
- Understand use of and/or review technology vocabulary: computer, monitor, mouse, mouse pad, keyboard, CD-ROM, printer, software, floppy disk, CD, e-mail, icons, cursor, highlight, scanner, speakers, microphone, and network
- Expand keyboarding skills with drill program; encourage the use of basic skills during all computer usage
- Expand use of mouse: select programs or objects, click, double-click, and drag; use menu to save properly on a distinguished drive (usu. "a," "c," or "d"); open, close, and print
- Identify and understand the use of: word processing, database, spreadsheet, network, e-mail, Internet and search engines
- Integrate graphics, text, and sound
- Further develop skills to create multimedia presentations
- Further develop Internet skills
- Create individual folders to “save” their work.
- View web pages selected by teacher; explore Internet links
- Show proper care of software and hardware
- Encouragement of basic skills learned and correct posture during all computer use

# Fifth Grade

## Basic Operations and Concepts/Proficiencies

Student will . . .

- Log on/off of Network with password
- Understand use of and/or review technology vocabulary: computer, monitor, mouse, mouse pad, keyboard, CD-ROM, printer, software, floppy disk, CD, e-mail, icons, cursor, highlight, scanner, speakers, microphone, and network
- Expand keyboarding skills with drill program; encourage the use of basic skills during all computer usage
- Expand use of mouse: select programs or objects, click, double-click, and drag; use menu to save properly on a distinguished drive (usu. "a," "c," or "d"); open, close, and print
- Manipulate windows: open, close, resize, minimize; use multitasking
- Identify and understand the use of: word processing, database, spreadsheet, network, e-mail, Internet and search engines
- Integrate graphics, text, and sound
- Further develop skills to create multimedia presentations
- Further develop Internet skills
- Create individual folders to “save” their work.
- View web pages selected by teacher; explore Internet links
- Show proper care of software and hardware
- Explore networks and their functions

- Encouragement of basic skills learned and correct posture during all computer use

# Sixth Grade

## Basic Operations and Concepts/Proficiencies

Students will . . .

- Understand use of and/or review technology vocabulary
- Expand keyboarding skills
- Expand use and expertise of mouse
- Manipulate windows; use multitasking
- Further develop and become proficient in the use of: word processing, database, spreadsheet, network, e-mail, Internet and search engines
- Become proficient in creating multimedia presentations
- View web pages selected by teacher; explore Internet links
- Show proper care of software and hardware
- Become proficient in the use of the Windows XP operating system
- Create individual folders to “save” their work.
- Encouragement of basic skills learned and correct posture during all computer use
- Explore loading commercial software applications
- Explore networks and their functions
- Explore use of emerging technologies such as scanners, digital cameras, zip disks, and the like
- Conduct general PC troubleshooting to diagnose simple computer malfunctions

# Seventh Grade

## Basic Operations and Concepts/Proficiencies

Student will . . .

- Understand use of and/or review technology vocabulary
- Expand keyboarding skills
- Expand use and expertise of mouse
- Manipulate windows; use multitasking
- Further develop and become proficient in the use of: word processing, database, spreadsheet, network, e-mail, Internet and search engines
- Become proficient in creating multimedia presentations
- Become proficient in use of drive mappings
- View web pages selected by teacher; explore Internet links
- Show proper care of software and hardware
- In-depth training in the use of the Windows XP operating system
- Create individual folders to “save” their work.
- Encouragement of basic skills learned and correct posture during all computer use
- Explore loading commercial software applications
- Introduction of file downloading using a web browser
- Explore networks and their functions
- Explore use of and demonstrate knowledge of emerging technologies such as laserdiscs, scanners, digital cameras, zip disks, and the like

- Conduct general PC troubleshooting to diagnose simple computer malfunctions

# **Eighth Grade**

## Basic Operations and Concepts/Proficiencies

Students will . . .

- Understand use of and/or review technology vocabulary
- Expand keyboarding skills to a goal of 30 words per minute with minimal errors
- Expand use and expertise of mouse
- Manipulate windows; use multitasking
- Further develop and become proficient in the use of: word processing, database, spreadsheet, network, e-mail, Internet and search engines; integrate word processing, database, and spreadsheet
- Become proficient in creating multimedia presentations
- Create individual folders to “save” their work.
- View web pages selected by teacher; explore Internet links
- Show proper care of software and hardware
- In-depth training in the use of the Windows XP operating system
- Encouragement of basic skills learned and correct posture during all computer use
- Explore loading commercial software applications
- Expand web design knowledge
- Introduction of file downloading using a web browser
- Explore networks and their functions

- Explore use of and demonstrate knowledge of emerging technologies such as laser disk, scanners, digital cameras, zip disks, and the like
- Conduct general PC troubleshooting to diagnose simple computer malfunctions