

Computer

Grades 1-2

Purpose

The purpose of the computer program is to emphasize computer literacy and the use of technology as a productivity tool across the curriculum. Keyboarding skills, word processing skills, spreadsheet skills, and vocabulary and concepts are all treated incrementally in order to build upon previously learned skills. Through hands-on learning, children become increasingly familiar and confident with technology.

Outcomes

The students will

- define and show understanding of age appropriate technology vocabulary.
- identify the parts of a computer.
- demonstrate the ability to use the mouse correctly.
- locate and use correct letters and numbers on the keyboard.
- create an original document with teacher assistance.
- demonstrate the ability to open and close age appropriate software.
- use the computer properly.
- locate and demonstrate the use of special keys.

Teaching Strategies

- Hands on use of computer
- Interactive software programs that teach various skills
- Practice proper care of computer

Assessments

- Production of original documents
- Opens and closes software programs
- Correctly uses a mouse (click, double click, click and drag)
- Can name the major parts of a computer

Resources

Software currently being used:

- Kid Pix Studio Deluxe
- Kid Keys
- Microsoft Paint

Computer Grades 3-4

Grades 3-4

Purpose

The purpose of the computer program is to emphasize computer literacy and the use of technology as a productivity tool across the curriculum. Keyboarding skills, word processing skills, spreadsheet skills, and vocabulary and concepts are all treated incrementally in order to build upon previously learned skills. Through hands-on learning, children become increasingly familiar and confident with technology.

Outcomes

The students will

- advance and refine their keyboarding skills by expanding their use of the home row keys.
- produce work on their own without assistance.
- select a font and point size when writing stories.
- use graphic applications to enhance documents and for creative expression.
- create a simple slide show.

Teaching Strategies

- Continue keyboarding skills through typing assignments and keyboarding programs
- Introduce students to word processing program
- Have students create a slide show using Kid Pix Studio Deluxe

Assessments

- Create document in word processing program with different font and point sizes
- Produce a document with graphics
- Create a slide show

Resources

Software currently being used

- Kid Pix Studio Deluxe
- Mavis Beacon Teaches Typing
- Storybook Weaver
- Kid Kids
- Paws Junior
- Microsoft Word
- Print Shop

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Outcomes

The students will

- continue to use graphic applications to enhance documents and for creative expression.
- use a word processor to compose, edit, revise and print a variety of documents.
- edit their word processing document by selecting a font and point size, underline, bold face, italicize, center, use the tab key, spell check and use the thesaurus.
- learn the skills of copy, cut and paste.
- use a digital camera and edit their photos.
- utilize a search engine and internet browser to locate specific information on the internet.
- use email and an address book.
- create slide shows.
- continue to practice keyboarding skills.

Teaching Strategies

- Demonstrate how to use program and skills needed to complete assignment
- Instruct students on how to use digital camera and how to import digital image
- Have students create slide shows, word processed documents, and use email as a form of communication
- Hands on computer assignments

Assessments

- Students will successfully sent an email to the teacher
- Created a successful slide show and word processed document

- Used a digital camera correctly and imported image
- Continue to use proper typing

Resources

Software currently being used:

- Microsoft Office
- Kid Pix Studio Deluxe
- Storybook Weaver
- Internet Explorer
- HyperStudio
- Mavis Beacon Teaches Typing

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Outcomes

The students will

- establish a database.
- create and use spreadsheets.
- demonstrate a working knowledge of HTML to create and maintain a web page.
- create charts, graphs and write formulas for their spreadsheets.
- utilize computers as a productivity tools for creating, presenting and learning.
- refine search engine skills.
- have an understanding of ethical behavior with the use of computers and related technology.
- refine keyboarding skills.

Teaching Strategies

- Demonstrate how to use program and skills needed to complete assignment
- Hands-on computer assignments
- Create webpages, databases, spreadsheets with charts and graphs

Assessments

- Students create a webpage and maintain it
- Students can successfully complete a spreadsheet with formulas, charts and graphs
- Students continue to use proper typing
- Participate in discussions on ethical behavior with the use of computers

Resources

Software currently being used:

- Microsoft Office
- Internet Explorer
- Mavis Beacon Teaches Typing
- HyperStudio
- Kid Pix Studio Deluxe