

Kindergarten Computer

General

- Demonstrates proper use and care of all technology equipment
- Begins to demonstrate proper posture and position
- Identifies hardware pieces (keyboard, mouse, printer)
- Clicks and double-clicks using mouse
- Identifies and uses space bar, shift, tab, delete, backspace, enter, punctuation, and arrow keys

Word Processing

- Creates and manipulate documents
- Uses drawing tools in documents
- Formats text in documents (bold, underline, sizing, etc.)

Internet

- Discusses the importance of safety while visiting websites
- Explains the difference between programs on an individual computer and those on websites
- Navigates within a webpage
- Accesses teacher identified websites

First Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Begins to demonstrate proper posture and position
- Identifies hardware pieces (keyboard, mouse, printer)
- Uses correct computer terminology
- Uses mouse
- Demonstrates placing cursor
- Identifies and uses space bar, shift, tab, delete, backspace, enter, punctuation, and arrow keys
- Uses taskbar to change applications

Word Processing

- Creates and manipulates documents with graphics
- Uses drawing tools in documents
- Formats text in documents (bold, underline, sizing, etc.)
- Navigates and enters data into tables

Internet

- Explains rules for personal real-world safety and online safety
- Explains the difference between programs on an individual computer and those on websites
- Explains that material found on the computer is someone's property
- Navigates within a webpage
- Accesses teacher identified and bookmarked pages
- Enters URL/address

Second Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Identifies hardware pieces
- Understands and uses correct computer terminology
- Uses mouse
- Demonstrates placing cursor
- Identifies and uses space bar, shift, tab, delete, backspace, enter, punctuation, and arrow keys
- Uses taskbar to change applications

Word Processing

- Creates, manipulates, and edits documents with graphics
- Uses drawing tools in documents
- Formats text in documents
- Navigates and enters data into tables

Keyboarding

- Identifies, places fingers on, and types home row keys
- Begins to use typing conventions

Internet

- Discusses rules of personal real-world safety and online safety
- Explains the difference between website content and advertising, i.e. pop-up windows
- Explains potential dangers of the internet
- Protects personal information
- Navigates within a webpage
- Accesses teacher identified and bookmarked pages
- Enters URL/address

Third Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Identifies and defines hardware pieces
- Understands and uses correct computer terminology
- Identifies and use space bar, shift, tab, delete, backspace, enter, punctuation, and arrow keys
- Uses taskbar to change applications

Word Processing

- Creates, manipulates, and edits documents with graphics
- Prints documents
- Uses drawing tools in documents
- Formats text in documents
- Creates and inserts tables within documents
- Navigates and enters data into tables

Keyboarding

- Identifies, places fingers on, and types home row keys
- Demonstrates proper typing position
- Uses typing conventions
- Increases accuracy and efficiency in typing

Internet

- Discusses rules for online safety
- Discusses potential dangers of the internet
- Creates strong password
- Explains that personal information should not be shared
- Navigates within a webpage
- Accesses teacher identified and bookmarked pages
- Enters URL/address

Spreadsheets

- Inserts data into spreadsheets
- Formats spreadsheets

Fourth Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Identifies and defines the function of hardware pieces
- Understands and uses correct computer terminology
- Identifies and uses space bar, shift, tab, delete, backspace, enter, punctuation, and arrow keys

Word Processing

- Creates, manipulates, and edits documents with graphics
- Saves and retrieves documents
- Prints documents
- Uses drawing tools in documents
- Formats text in documents
- Creates and inserts tables within documents
- Formats and inputs data into tables

Keyboarding

- Demonstrates proper typing position
- Uses typing conventions
- Increases accuracy and efficiency in typing

Internet

- Demonstrates online safety
- Discusses why personal information should not be shared
- Creates strong passwords
- Explains that information placed on the internet can be seen by others and remains there forever
- Explains the risks of computer and internet security issues, i.e. viruses, spam, etc.
- Searches for specific information using a search engine
- Uses multiple tabs within a browser
- Navigates within a webpage
- Bookmarks webpages
- Enters URL/address
- Uses copy and paste functions
- Recognizes and respects basic copyright laws

Spreadsheets

- Formats and inserts data into spreadsheets

Fifth Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Describes function of hardware pieces
- Uses and explains computer terminology
- Uses all keys on keyboard
- Creates graphic organizers

Word Processing

- Creates, manipulates, and edits documents with graphics and tables
- Saves and retrieves documents
- Uses print preview and prints documents
- Creates and inserts tables within documents
- Formats and inputs data into tables

Keyboarding

- Demonstrates proper typing position
- Uses typing conventions
- Increases accuracy and efficiency in typing

Internet

- Demonstrates online safety
- Demonstrates knowledge of protecting personal information when using the internet
- Evaluates appropriateness or inappropriateness of internet information
- Discusses the importance of reporting inappropriate content and contact to adults
- Creates strong passwords
- Explains that information placed on the internet can be seen by others and remains there forever
- Explains the risks of computer and internet security issues, i.e. viruses, spam, etc.
- Recognizes and respects basic copyright laws
- Demonstrates safe downloading
- Searches for specific information using a search engine
- Uses multiple tabs within a browser
- Bookmarks webpages
- Uses copy and paste functions
- Creates and sends emails

Spreadsheets

- Formats and inserts data into spreadsheets

Powerpoint

- Organizes learning concepts
- Creates a presentation

Sixth Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Uses and explains computer terminology
- Uses all keys on keyboard and keyboard shortcuts

Word Processing

- Creates, manipulates, and edits documents with graphics and tables
- Saves, retrieves, and prints documents
- Inserts headers and footers in documents
- Creates outlines with appropriate use of tabs
- Creates graphic organizers
- Uses thesaurus and dictionary in word processing programs
- Creates and inserts tables within documents
- Formats and inputs data in tables

Keyboarding

- Uses correct keyboarding skills to type a minimum of 15 words per minute
- Uses typing conventions
- Increases accuracy and efficiency in typing

Internet

- Demonstrates appropriate and responsible use of internet sites
- Demonstrates knowledge of protecting personal information when using the internet
- Evaluates appropriateness or inappropriateness of internet information
- Discusses the importance of reporting inappropriate content and contact to adults
- Creates strong passwords, and discusses the importance of password privacy
- Explains that information placed on the internet can be seen by others and remains there forever
- Explains the risks of computer and internet security issues, i.e. viruses, spam, etc.
- Describes what constitutes cyberbullying and explains its ramifications
- Explains the dangers associated with social networking
- Recognizes and respect basic copyright laws
- Demonstrates safe downloading
- Searches for specific information using a search engine
- Uses multiple tabs within a browser
- Bookmarks webpages
- Uses copy and paste functions

- Creates and sends emails with attachments
- Gathers information for citations

Spreadsheets

- Creates and sorts spreadsheets
- Uses formulas in cells
- Formats spreadsheets

Powerpoint

- Organizes learning concepts
- Creates a presentation

Seventh Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Uses and explains computer terminology
- Uses all keys on keyboard and keyboard shortcuts

Word Processing

- Creates word processing documents using all word processing functions
- Formats a report
- Saves, retrieves, and prints documents
- Creates outlines with appropriate use of tabs
- Creates graphic organizers
- Uses thesaurus and dictionary in word processing programs

Keyboarding

- Uses correct keyboarding skills to type a minimum of 20 words per minute
- Uses typing conventions
- Increases accuracy and efficiency in typing

Internet

- Demonstrates appropriate and responsible use of internet sites
- Demonstrates knowledge of protecting personal information when using the internet
- Evaluates appropriateness or inappropriateness of internet information
- Discusses the importance of reporting inappropriate content and contact to adults
- Creates strong passwords, and discusses the importance of password privacy
- Explains that information placed on the internet can be seen by others and remains there forever
- Explains the risks of computer and internet security issues, i.e. viruses, spam, etc.
- Describes what constitutes cyberbullying and explains its ramifications
- Explains the dangers associated with social networking
- Respects intellectual property and uses proper citations when using copyrighted sources
- Demonstrates safe downloading
- Uses internet as an effective research tool
- Creates and sends emails with attachments
- Gathers information for citations

Spreadsheets

- Creates and sorts spreadsheets
- Uses and creates formulas in cells
- Formats spreadsheets
- Utilizes information in spreadsheets

Powerpoint

- Organizes learning concepts
- Creates presentations
- Edits and revises powerpoints for effectiveness

Webpages

- Designs, researches, edits, and publishes a webpage

Eighth Grade Computer

General

- Demonstrates proper use and care of all technology equipment
- Demonstrates proper posture and position
- Uses and explains computer terminology
- Uses all keys on keyboard and keyboard shortcuts
- Creates graphic organizers

Word Processing

- Creates documents using all functions
- Formats a report
- Saves, retrieves, and prints documents
- Creates outlines with appropriate use of tabs
- Uses thesaurus and dictionary in word processing programs

Keyboarding

- Uses correct keyboarding skills to type a minimum of 25 words per minute
- Uses typing conventions
- Increases accuracy and efficiency in typing

Internet

- Demonstrates appropriate and responsible use of internet sites
- Demonstrates knowledge of protecting personal information when using the internet
- Evaluates appropriateness or inappropriateness of internet information
- Discusses the importance of reporting inappropriate content and contact to adults
- Creates strong passwords, and discusses the importance of password privacy
- Explains that information placed on the internet can be seen by others and stays there forever
- Explains the risks of computer and internet security issues, i.e. viruses, spam, etc.
- Describes what constitutes cyberbullying and discusses its real-life consequences
- Explains the dangers associated with social networking
- Respects intellectual property and uses proper citations when using copyrighted sources
- Discusses appropriate use of technology, the need for laws governing its use, and how inappropriate activities on the internet may constitute criminal actions
- Demonstrates safe downloading
- Demonstrates appropriate use of internet sites
- Recognizes and respects basic copyright laws
- Uses internet as an effective research tool
- Creates and sends emails with attachments

Spreadsheets

- Creates and sorts spreadsheets
- Uses and creates formulas in cells
- Formats spreadsheets
- Utilizes information in spreadsheets

Databases

- Creates databases
- Sorts information in databases
- Formats database layouts

Multimedia Presentation

- Plans and designs a multimedia presentation using a scanner, digital camera, imported sound and graphics, and transitions