

# Elementary Technology Curriculum

## Galloway Community Charter School

Grade Level	Operations/ Keyboarding	Word Processing	Database	Spreadsheet	Ethics and Legal Issues	Telecommunications/ Information Retrieval
<b><i>ALL</i></b>	<p>Identify Computer Hardware: Monitor, Keyboard, Mouse, Floppy Disk Drive, CD Drive, Printer</p> <p>Distinguish between Hardware (listed above) and Software (disks and CDs)</p> <p>Start up and Shutdown computer</p> <p>Log on to network</p> <p>Point, Click and Drag with Mouse</p>				<p>Recognize ownership of own work.</p> <p>Recognize ownership of another person's work.</p> <p>Demonstrate proper care and use of equipment.</p>	

***Note: Each Grade should reinforce and expand upon skills introduced at previous grade levels.***

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<b>K</b>	<p>Use letter and number keys.</p> <p>Select an option from a menu.</p> <p>Open, use and quit applications.</p> <p>Identify audio and video equipment (e.g. cassette tapes, video tapes, CDs, TV, VCR, etc...)</p>	<p>Use word processing program to type name.</p> <p>Type in selected letters of the alphabet and add a graphic that begins with the letter selected.</p> <p>Distinguish between upper and lower case letters.</p>				<p>Begin to navigate websites with teacher assistance.</p>	
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					<b>Issues</b>	
<b>1<sup>st</sup> Grade</b>	<p>Save to network folder.</p> <p>Use proper posture.</p> <p>Use two hands while typing or adaptation for special needs.</p> <p>Use CDs properly.</p>	<p>Use Word to review the rules of the lab.</p> <p>Use space between typed words.</p> <p>Use Storybook Weaver to practice creative writing by composing stories that are related to the curriculum.</p> <p>Change font, add clip art, use zoom and justification buttons, bold and italic on Word or SW.</p> <p>Print w/assistance.</p>		<p>Use whole number problems to explore growing patterns by representing them on the computer.</p>		<p>Demonstrate on Paint the purpose of each tool using a story.</p>

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<b><i>2nd Grade</i></b>	<p>Using proper keyboarding techniques to enter selected home row keys.</p> <p>Insert and eject disks properly.</p> <p>Use the SAVE command.</p> <p>Use vertical and horizontal scroll bars.</p>	<p>Use periods and question marks.</p> <p>Use one space between words.</p> <p>Use one space after punctuation.</p> <p>Use capital letters correctly.</p>		<p>Enter data based on teacher instruction or a template.</p>	<p>Recognize another person's right to privacy.</p>	<p>Sign and discuss GCCS acceptable use policy.</p> <p>Relate URL's to addresses.</p> <p>Recognize the GCCS Home Page.</p>	

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<b>3rd Grade</b>	<p>Understand and use proper keyboarding technique.</p> <p>Demonstrate proper keyboarding technique as keys are called out by the teacher.</p> <p><b>**Focus on home row**</b></p>	<p>Use a word processing program to enter and save text.</p> <p>Write a mystery story and save it to disk; retrieve and revise the mystery story from the disk, add graphics, save and print; retrieve story, reconstruct the conclusion, save and print.</p> <p>Use commas, apostrophes, and exclamation points.</p>	<p>Describe the difference between a print database and a computer database.</p>	<p>Use terms: cell, row, column, cell address, active cell and entry bar.</p> <p>Identify title and label.</p>	<p>Recognize that one must have permission to copy another's work.</p>	<p>Sign and discuss the GCCS acceptable use policy.</p> <p>Recognize the uses of email and the World Wide Web.</p> <p>Open web browser and use the Home, back and forward buttons.</p> <p>Understand the function of a home page on the web.</p>	

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<b>4th Grade</b>	<p>Demonstrate proper keyboarding techniques, including TAB, Spacebar, delete and backspace keys.</p> <p>Keyboard at a speed of 10 wpm.</p> <p>Use quotation marks and apostrophes.</p>	<p>Use a word processing program to load, enter, save and print text and graphics.</p> <p>Use editing skills: select text to make changes, use delete key, place cursor to insert text.</p> <p>Use tab key to indent paragraph.</p> <p>Use enter key to create blank lines.</p> <p>Print documents.</p>	<p>Use terms: Field and record.</p> <p>Identify title.</p> <p>Use record book to browse records.</p>	<p>Use terms: row heading, column heading and active cell address.</p> <p>Answer questions using a spreadsheet.</p> <p>Edit cell data.</p>	<p>Use language that does not include profanity, socially sensitive remarks or insults.</p> <p>Recognize the necessity of citing source(s).</p>	<p>Sign and discuss the GCCS Acceptable Use Policy.</p> <p>Use both print and CD-ROM Encyclopedia to obtain information about a given subject.</p> <p>Demonstrate the ability to locate a website when given a specific URL.</p> <p>Demonstrate the ability to exit the internet and return to the desktop.</p> <p>Identify how the community uses telecommunications in everyday activities (business, library, education and government).</p>	<p>Use paint to create a Venn Diagram comparing self to characters in literature.</p>

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<b>5<sup>th</sup> Grade</b>	Keyboard at a rate of 15-20 wpm.	<p>Demonstrate the following editing skills: cut, copy and paste.</p> <p>Demonstrate the ability to generate a letter; properly placing the inside address, the opening greeting and the salutation.</p>	<p>Use status panel to determine total number of records.</p> <p>Answer questions using a database.</p> <p>Edit cell data.</p>	Answer questions using a computer generated chart/graph.	Understand terms: freeware, shareware and commercial software.	<p>Sign and discuss the GCCS Acceptable Use Policy.</p> <p>Recognize and use links to find specific information.</p>	

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<b><i>6th Grade</i></b>	Keyboard at a rate of 25-30 wpm.	Demonstrate the ability to print an envelope with the sending and return information.	Use find mode to search for specific information.  Use status panel to determine the number of found records.  Use "Show All Records"  Add new record.  Delete selected records.	Use software to organize and visually display data.  Create a spreadsheet.  Save and retrieve spreadsheet documents.		Sign and discuss the GCCS Acceptable Use Policy.  Identify ways that telecomputing promotes a global community.  Demonstrate their navigational skills on the internet.  Demonstrate their ability to take notes from online resources.	

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<b>7th Grade</b>	<p>Demonstrate the skills needed to access technology-based materials through keyboarding.</p> <p>Print information that has been accessed from media centers, using technological resources.</p> <p>Keyboard at a speed of 35-40 wpm.</p>	<p>Demonstrate the ability to word process school reports, including proper citation of resources.</p>	<p>Develop, search and manipulate databases.</p>			<p>Sign and discuss the GCCS Acceptable Use Policy.</p> <p>Demonstrate skills needed to access technology-based materials through retrieving.</p> <p>Access information on specific topics using technological resources.</p>	<p>Demonstrate skills needed to access technology-based materials through troubleshooting.</p>

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<b><i>8th Grade</i></b>	Keyboard at a speed of 40-50 wpm.	Use word processing skills in various aspects of schoolwork.	Create reports from Data.	Use spreadsheets and presentational programs to produce multimedia presentations.	Discuss problems related to the increasing use of technology.	Sign and discuss the GCCS Acceptable Use Policy.  Access different schools' web pages.	Use technology to present designs and results of investigations.

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