



## **Sts. Simon & Jude Schoolwide Grade Level Technology Expectancies**

### **First Grade:**

#### **Keyboarding**

Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. identify various keys and symbols on a keyboard
4. use special function keys and mouse skills (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

#### **Computer Literacy**

Learning Objectives

Student will be able to:

1. identify parts of a computer
2. identify basic computer terminology (computer, monitor, keyboard, disk drive, printer, mouse, hardware, software)
3. explain ways technology can help us
4. practice ethical behavior in the use of technology
5. demonstrate respect for the computer work of others

#### **Correct handling of hardware and software**

Learning Objectives

Student will be able to:

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's and access drives
6. correctly connect their headphones

## **Word Processing**

Learning Objectives

Student will be able to:

1. create and edit documents
2. open and save documents
3. print
4. use fonts

## **Graphic Program**

Learning Objectives

Student will be able to:

1. open a paint program
2. access paint tools
3. select paint tools from tool window
4. use the various tools in paint
5. change color or pattern
6. save, print, and exit program
7. retrieve file

## **Internet**

Learning Objectives:

Student will:

1. participate in the i-SAFE Program
2. understand the danger of giving out personal information online
3. explain what to do if he or she gets into an uncomfortable online situation

## **Second Grade Technology Expectancies:**

### **Keyboarding**

Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. identify various keys and symbols on a keyboard
4. use special function keys and mouse skills (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

### **Keyboarding using the "touch system"**

Learning Objectives

Students will:

1. be able to define touch type at the introductory level

## **Computer Literacy**

### Learning Objectives

Students will:

1. be able to identify parts of a computer
2. identify basic computer terminology (computer, monitor, keyboard, disk drive, printer, mouse, hardware, software)
3. explain ways technology can help us
4. practice ethical behavior in the use of technology
5. demonstrate respect for the computer work of others

## **Correct handling of hardware and software**

### Learning Objectives

Student will be able to:

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's and access drives
6. correctly connect their headphones
7. troubleshoot to determine why a computer and peripherals are not functioning properly
8. correctly connect their headphones

## **Word Processing**

### Learning Objectives:

Student will be able to

1. create and edit documents
2. open and save documents
3. print
4. use fonts
5. use graphics

## **Graphic Program**

### Learning Objectives

Student will be able to:

1. open a graphic program
2. access graphic tools
3. select graphic tools from tool window
4. use the various tools in the graphic program
5. change color or pattern
6. draw a picture and type in a descriptive sentence in a graphic program
7. save, print, and exit program
8. retrieve file

## **Internet**

Learning Objectives:

Student will be able to:

1. participate in the i-SAFE Program
2. illustrate, label and explain one of the FBI online Safety tips
3. explain what to do if he or she gets into an uncomfortable online situation
4. discuss the danger of giving out personal information online
5. retrieve information from bookmarked sites for research projects

## **Third Grade Technology Expectancies:**

### **Keyboarding**

Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. touch type at an introductory level
4. identify various keys and symbols on a keyboard
5. use special function keys and mouse skills (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

### **Keyboarding using the "touch system"**

Learning Objectives:

1. Students will be able to touch type at introductory level

### **Computer Literacy**

Learning Objectives

Student will be able to:

1. identify parts of a computer
2. define basic computer terminology (computer, monitor, keyboard, disk drive, printer, mouse, hardware, software)
3. explain ways technology can help us
4. explain how copyright laws protect what a person or a company has created
5. demonstrate ethical behavior in the use of technology
6. demonstrate respect for the computer work of others

### **Correct handling of hardware and software**

Learning Objectives:

Student will be able to

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's and access drives
6. correctly connect their headphones
7. troubleshoot to determine why a computer and peripherals are not functioning properly

## **Word Processing**

Learning Objectives

Student will be able:

1. to create and edit documents
2. open and save documents
3. print
4. use fonts
5. use graphics
6. use the spell checker
7. import clip art into their documents
8. insert WordArt into their documents

## **Graphic Program**

Learning Objectives

Student will be able:

1. open a graphic program
2. access graphic tools
3. select graphic tools from tool window
4. use the various tools in a graphic program
5. change color or pattern
6. apply special effects to a graphic (rotate, stretch, and perspective)
7. draw a picture and type in a descriptive paragraph in a paint program
8. save, print, and exit program
9. retrieve file

## **Internet**

Learning Objectives

Student will be able to:

1. participate in the i-SAFE Program
2. identify the characteristics of personal information
3. explain the danger of giving out personal information online
4. explain what to do if he or she gets into an uncomfortable online situation
5. describe what to do when an unintended website is entered
6. identify examples of appropriate websites
7. open a location
8. use a web browser
9. use a search engine
10. retrieve relevant information for research projects

## **Fourth Grade Technology Expectancies:**

### **Keyboarding**

Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. touch type using correct finger on all keys
4. identify various keys and symbols on a keyboard
5. use special function keys and mouse skills
6. (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

### **Keyboarding using the "touch system"**

Learning Objectives

Student will be able to:

1. use proper keyboard techniques for touch control of alphabetic, numeric, and symbol keys
2. keyboard for speed and accuracy

### **Computer Literacy**

Learning Objectives:

Student will be able to:

1. identify parts of a computer
2. define basic computer terminology (computer, monitor, keyboard, disk drive, printer, mouse, hardware, software)
3. explain ways technology can help us
4. explain how copyright laws protect what a person or a company has created
5. demonstrate ethical behavior in the use of technology
6. demonstrate respect for the computer work of others

### **Correct handling of hardware and software**

Learning Objectives

Student will be able to:

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's and access drives
6. correctly connect their headphones

7. troubleshoot to determine why a computer and peripherals are not functioning properly

### **Word Processing**

Learning Objectives:

Student will be able to

1. create and edit documents
2. open and save documents
3. print
4. use fonts
5. use graphics
6. cut, paste, and copy
7. use the spell checker
8. use the thesaurus
9. import clip art into document
10. insert Word Art into document
11. drawing tools in document

### **Graphic Program**

Learning Objectives

Students will be able to:

1. open a graphic program
2. access graphic tools
3. select graphic tools from tool window
4. use the various tools in the graphic program
5. change color or pattern
6. apply special effects to a graphic (rotate, stretch, and perspective)
7. paste or insert graphic into another document
8. import digital image into documents
9. save, print, and exit program
10. retrieve file

### **Internet**

Learning Objectives

Student will be able to:

1. participate in the i-SAFE Program
2. list the characteristics of personal information
3. explain the danger of giving out personal information online
4. explain what to do if he or she gets into an uncomfortable online situation
5. describe what to do when an unintended website is entered
6. identify examples of appropriate websites
7. open a location
8. use a web browser
9. use a search engine
10. retrieve relevant information for research projects
11. explain how netiquette relates to cyber citizenship, and show by example.
12. discuss how to use appropriate resources if confronted with an online bully

## **Fifth Grade Technology Expectancies:**

### **Keyboarding**

Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. touch type using correct finger on all keys
4. identify various keys and symbols on a keyboard
5. use special function keys and mouse skills (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

### **Keyboarding using the "touch system"**

Learning Objectives

Student will be able to:

1. use proper keyboard techniques for touch control of alphabetic, numeric, and symbol keys
2. keyboard for speed and accuracy

### **Computer Literacy**

Learning Objectives

Student will be able to:

1. identify parts of a computer
2. define basic computer terminology (computer, monitor, keyboard, disk drive, printer, mouse, hardware, software)
3. explain ways technology can help us
4. explain how copyright laws protect what a person or a company has created
5. demonstrate ethical behavior in the use of technology
6. demonstrate respect for the computer work of others

### **Correct handling of hardware and software**

Learning Objectives

Student will be able to:

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's/Flash Drive and access drives
6. correctly connect their headphones
7. troubleshoot to determine why a computer and peripherals are not functioning properly

## **Word Processing**

Learning Objectives:

Student will be able to

12. set and change margins and tabs
13. create and edit documents
14. open and save documents
15. print
16. use fonts
17. use graphics
18. create tables
19. cut, paste, and copy
20. use the spell checker
21. use the thesaurus
22. import clip art into document
23. insert Word Art into document
24. drawing tools in document

## **Graphic Program**

Learning Objectives

Students will be able to:

11. open a graphic program
12. access graphic tools
13. select graphic tools from tool window
14. use the various tools in the graphic program
15. change color or pattern
16. apply special effects to a graphic (rotate, stretch, and perspective)
17. paste or insert graphic into another document
18. use a scanner for digital image
19. import digital image into documents
20. save, print, and exit program
21. retrieve file

## **Internet**

Learning Objectives

Students will be able to:

1. participate in the i-SAFE Program
2. explain how netiquette relates to cyber citizenship, and show by example.
3. discuss how to use appropriate resources if confronted with an online bully
4. define Internet terms
5. list rules for personal safety on the Internet Safety
6. open a location
7. use a web browser
8. use a search engine
9. retrieve relevant information for research projects

10. cite internet sources

## **Sixth Grade Technology Expectancies:**

### **Keyboarding**

Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. touch type using correct finger on all keys
4. identify various keys and symbols on a keyboard
5. use special function keys and mouse skills (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

### **Keyboarding using the "touch system"**

Learning Objectives

Student will be able to:

1. use proper keyboard techniques for touch control of alphabetic, numeric, and
2. symbol keys
3. keyboard for speed and accuracy

### **Computer Literacy**

Learning Objectives

Student will:

1. be able to identify parts of a computer
2. know basic computer terminology (computer, monitor, keyboard, disk drive, printer, mouse, hardware, software)
3. explain ways technology can help us
4. explain how copyright laws protect what a person or a company has created
5. practice ethical behavior in the use of technology
6. demonstrate respect for the computer work of others

### **Correct handling of hardware and software**

Learning Objectives

Student will be able to:

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's/Flash Drive and access drives
6. correctly connect their headphones
7. troubleshoot to determine why a computer and peripherals are not functioning properly

## **Word Processing**

### Learning Objectives

Student will be able to:

1. set and change margins and tabs
2. create and edit documents
3. open and save documents
4. print
5. use fonts
6. use graphics
7. create tables
8. cut, paste, and copy
9. use the spell checker
10. use the thesaurus
11. import clip art into document
12. insert Word Art in document
13. use drawing tools in document

## **Graphic Program**

### Learning Objectives

Student will be able to:

1. open a graphic program
2. access graphic tools
3. select graphic tools from tool window
4. use the various tools in the graphic program
5. change color or pattern
6. apply special effects to a graphic (rotate, stretch, and perspective)
7. paste or insert graphic into another document
8. use a scanner for digital image
9. import digital image into documents
10. save, print, and exit program
11. retrieve file

## **Multi-Media Presentation**

### Learning Objectives

Student will be able to:

1. define the basic elements of a multi-media presentation (PowerPoint)
2. paste graphs copied from clip art
3. to add photos from a variety of sources (scanner, CD-ROM, Flash Drive, Internet etc.)
4. create a series of screens with text, graphic, and buttons for a variety of navigation options
5. create a series of screens which show background and objects changing in simple animation
6. create animation for text
7. add transitions to screens
8. use/insert sound from a variety of resources to enhance a presentation

## **Internet**

### Learning Objectives

Students will be able to:

1. participate in the i-SAFE Program
2. explain how netiquette relates to cyber citizenship, and show by example.
3. define Internet terms
4. list Internet Safety rules
5. discuss how to use appropriate resources if confronted with an online bully
6. open a location
7. use a web browser
8. use a search engine
9. retrieve relevant information for research projects
10. define plagiarism and explain how one can avoid it
11. cite Internet resources

## **Seventh Grade Technology Expectancies:**

### **Keyboarding**

#### Learning Objectives

Student will be able to:

1. use the computer keyboard
2. use proper posture and placement of hands on the keyboard
3. touch type using correct finger on all keys
4. identify various keys and symbols on a keyboard
5. use special function keys and mouse skills (enter key, space bar, shift key, escape key, delete key, dragging, clicking, click and drag, click and hold)

### **Keyboarding using the "touch system"**

#### Learning Objectives

Student will be able to:

1. use proper keyboard techniques for touch control of alphabetic, numeric, and symbol keys
2. keyboard for speed and accuracy

### **Computer Literacy**

#### Learning Objectives

Student will be able to:

1. properly select and use computer hardware and printers
2. start up and access computer software through network system
3. be able to navigate a basic operating system
4. apply software copyright laws, privacy issues, and ethics in the use of computers and the Internet
5. explain the parts of a computer and their function
6. demonstrate proper care of a computer and computer peripherals
7. recognize, understand, and use technology vocabulary

## **Correct handling of hardware and software**

### Learning Objectives

Student will be able to:

1. use input/output devices (keyboard, mouse, printer, etc)
2. turn on/off CPU
3. turn on/off monitor
4. logon and access software through the network system
5. insert program CD's/Flash Drive and access drives
6. correctly connect their headphones
7. troubleshoot to determine why a computer and peripherals are not functioning properly

## **Word Processing**

### Learning Objectives

Student will be able to

1. set and change margins and tabs
2. format documents (fonts, size, type, and justification)
3. use graphics
4. use special features (change paper size, columns, tables)
5. change default printer settings

## **Database**

### Learning Objectives

Student will be able to:

1. set up and produce a database
2. change an existing database
3. import and export information to and from a database
4. sort information by several attributes

## **Spreadsheet**

### Learning Objectives

Student will be able to:

1. set up a spreadsheet
2. use basic formulas and functions in a spreadsheet (add and subtract columns and rows, computer calculations) to solve problems
3. use the tools of a spreadsheet (copy, cut, sort, complete series, Auto complete, etc)
4. create graphs
5. import and export information from and to a spreadsheet

## **Integration of Activities**

### Learning Objectives

Student will be able to:

1. integrate to word processing from other sources (database, spreadsheet, word processing)
2. move information to word processing from other sources (database, spreadsheet, and graphs)

## **Multi-Media Presentation**

### Learning Objectives

Student will be able to:

1. define the basic elements of a multi-media presentation (Power Point) and or Windows Movie Maker
2. paste graphs copied from clip art
3. add photos from a variety of sources (scanner, CD-ROM, Flash Drive, Internet etc.)
4. create a series of screens with text, graphic, and buttons for a variety of navigation options
5. create a series of screens which show background and objects changing in simple animation
6. create animation for text
7. add transitions to screens
8. use/insert sound from a variety of resources to enhance a presentation
9. use/insert video from a variety of resources to enhance a presentation

## **Internet**

### Learning Objectives

Student will be able to:

1. participate in the i-SAFE Program
2. explain how netiquette relates to cyber citizenship, and show by
3. define Internet terms
4. list Internet safety rules
5. discuss how to use appropriate resources if confronted with an online bully
6. open a location
7. use a web browser
8. use a search engine
9. retrieve relevant information for research projects
10. cite Internet sources
11. define plagiarism and explain how one can avoid it