

# Summary of Technology Skills by Grade

## Grade P-K

- Basic Operations and vocabulary
- AUP: using the computers with supervision
- Introduction to keyboard and word processing via Wiggeworks, Lexia ER, Clicker4
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Introduce the Graph Club
- Other curriculum related applications (Away We Go!, Edmark)

## Grade 1

- Basic Operations and vocabulary
- AUP
- Introduction to keyboard and word processing via Wiggeworks and Clicker4
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Introduce the Graph Club
- Other curriculum related applications (Away We Go!, Edmark)

## Grade 2

- AUP, Basic Operations and vocabulary
- Keyboarding Concepts - Type to Learn
- Word processing basics via Word, Wiggeworks, Clicker 4
- Save and retrieve documents
- Introduce Kidspiration and continue using Graph Club
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Multimedia - Introduction to PowerPoint and Publisher
- Other curriculum related applications - Cornerstone, Tom Snyder, Edmark

## Grade 3

- AUP, Basic Operations, Network Operations and vocabulary
- Keyboarding Skills
- Word processing: editing techniques via Word
- Save and retrieve documents
- Kidspiration, Graph Club, PowerPoint, Publisher
- Grade level project in PowerPoint
- Internet - controlled exposure through web quests, bookmarks, favorites, embedded links
- Digital Photography
- Introduce Microsoft Drawing tools
- Internet - research skills
- Other curriculum related applications - Cornerstone, Tom Snyder, Sunburst

## Grade 4

- Mastery of: AUP, Basic and Network Operations, Internet Research and vocabulary
- Keyboarding Skills
- Word processing: continued practice in editing techniques via Word
- Kidspiration, Graph Club, PowerPoint, Publisher, Microsoft Draw
- Grade level project in Publisher
- Introduce Graph Master, Hyperstudio
- Database concepts
- Internet - research skills
- Digital Photography and graphics
- Other curriculum related applications - Cornerstone, Tom Snyder, Sunburst

## Grade 5

- Mastery of: AUP, Basic and Network Operations, Internet Research, Word Processing, and vocabulary
- Keyboarding Skills
- Word processing: advanced editing techniques via Word
- Kidspiration, Graph Club, PowerPoint, Publisher, Microsoft Draw, Hyperstudio, Graph Master
- Grade level project in Publisher
- Database concepts
- Internet - research skills
- Digital Photography
- Other curriculum related applications - Cornerstone, Tom Snyder, Sunburst

**Grade 6**

- Technology Awareness (use of Kurzweil software)
- Keyboarding (Microsoft Word and MicroPace Pro software)
- Blackboard - Digital drop box and group discussion board
- Word processing (Microsoft Word)
- Internet proficiency
- Desktop publishing (Microsoft Publisher)
- Webquest - Internet Safety
- Spreadsheet software (Microsoft Excel)

**Grade 7**

- Technology Awareness (use of Kurzweil software)
- Keyboarding (Microsoft Word and MicroPace Pro software)
- Blackboard - Digital drop box and group discussion board
- Presentation software (Microsoft PowerPoint)
- Internet proficiency
- Spreadsheet software (Microsoft Excel)
- Presentation software (Hyperstudio)

**Grade 8**

- Diagramming software (Inspiration)
- Create charts and tables (Excel, Word)
- Create original graphics (Draw, PPT)
- External peripherals (scanner, digital camera)
- File management skills (network, Blackboard)
- Programming software (Qbasic, Visual Basic)
- Copyright law/Computer Ethics
- Anti-virus software (Norton)
- Communicate via Blackboard (Blackboard)
- Basic Web page design (Word)
- Internet proficiency (search engines, site authenticity, citations, etc.)
- Technology vocabulary

**Grades 9-12 (students are only required to take one computer course in grades 9-12)**

- Technology Awareness and Application
- Keyboarding (Microsoft Word, MicroPro software)
- Blackboard-Class assignments, digital drop box, and group discussion board
- Presentation Software (Microsoft PowerPoint)
- Graphic Authoring Software (Hyper Studio)
- Spreadsheet software (Microsoft Excel)
- Word Processing software (Microsoft Word)
- Desktop Publishing software (Microsoft Publisher)
- Database software (Apple Works Database or Microsoft Access)
- Graphic Organizer software (Inspiration)
- Copyright law/Computer Ethics
- Use of a variety on online resources
- Computer Programming Languages, C++, Java.
- Authentic Projects: choose and implement with appropriate programs.
- Search, evaluate and utilize information effectively from electronic sources (e.g. Internet, Electronic libraries, specialized databases).
- Students will be able to analyze and solve authentic/real-world problems using software applications and electronic information.
- Define, develop, implement, test and effectively communicate solutions to a computer problem.