

Subject Computer **Grade** Kindergarten - 8

Purpose: In order to prepare our students for a world where technology plays a large role, we, at St. Stephen School, understand the need to provide our students with a curriculum enhanced with technology. Beginning with students in kindergarten, basic skills are taught. These skills are practiced, built upon and evaluated until the students complete Grade 8. By the completion of Grade 8, our students will be prepared to use these skills in order to succeed in high school.

Outcomes (grouped by levels)

Grades Kindergarten – 2

The Students will:

1. Name the basic parts of a computer (tower, monitor, mouse, keyboard, printer) and develop an understanding of the function of each
2. Develop skills to operate and use a computer and applications (turn on/shut down the computer, open and close applications, navigate applications and save and retrieve documents)
3. Explore and develop keyboarding skills (identify letters, numbers, home row keys and “special keys” such as Enter, Backspace, Spacebar, Shift, Tab, Delete and Escape)
4. Learn about proper posture while working at the computer
5. Explore and use a word processing program (Microsoft Word)
6. Explore formatting of word processing applications (format font, paragraph spacing, margins)
7. Begin to understand the function of a computer network and save work to the network
8. Explore and use teacher-selected Internet sites to supplement classroom learning
9. Explore and locate specific information on the Internet using teacher-selected web sites
10. Follow classroom rules for proper computer use
11. Discuss the rules for safely using the Internet –Adult supervision at this age
12. Use a software program to supplement classroom learning in the areas of reading/literature, math and spelling (SuccessMaker)
13. Explore and use software (Kid Pix) to create pictures and slide show presentations

Grades 3 to 5

Students will continue to review skills previously taught

The students will also:

1. Follow rules for proper computer use
2. Develop keyboarding skills, using a formal typing program
3. Use correct ergonomics when working at the computer
4. Know the rules for safety using the Internet
5. Explore Internet sites assigned by the teacher to independently learn more about a topic
6. Learn to bookmark a website for later use
7. Discuss how computers are used in the home and workplace
8. Use Microsoft Word to produce a variety of documents
9. Explore and use the menus and shortcut icons in Microsoft Word
10. Learn to format the font and setup of a document in Microsoft Word
11. Learn to copy and paste text and images within documents and from the Internet to a document
12. Practice spell checking a document, using a dictionary when necessary
13. Learn to add clip art and borders to a document
14. Save and retrieve their work independently
15. Understand how a computer network works (specifically for saving and retrieving their work)
16. Use Kid Pix to create illustrations and slideshows
17. Explore and use Microsoft Paint
18. Copy and paste a picture from Microsoft Paint to Microsoft Word
19. Learn to and practice formatting/moving pictures within a Word document
20. Be introduced to Power Point and use it to create informative slide shows
21. Explore and use Word Art to enhance projects
22. Use SuccessMaker software to supplement classroom learning in the areas of reading, math and spelling
23. Use an Internet site (Math Facts) to practice basic facts in addition, subtraction, multiplication and division

Grades 6 to 8

Students will continue to review and use previously taught skills

In addition the students will:

1. Build speed and accuracy in keyboarding
2. Be introduced to and use computer related terminology
3. Be introduced to Microsoft Excel
4. Learn and use formulas in Excel
5. Create spreadsheets
6. Create graphs within spreadsheets
7. Research topics independently using the Internet
8. Identify a valid web site
9. Understand and use ethical and legal behavior in copying files, applications, and media
10. Learn to properly cite an Internet source
11. Use Power Point to create slideshows adding sounds and changing slide transitions
12. Explore and use Microsoft Publisher to create a brochure
13. Save a document to the desktop, appropriate network drive or to an external drive (CD, flash drive)
14. Print a document with appropriate page setup and orientation