

	K	1st	2nd	3rd	PA Standard	National Standard
<b>I. BASIC COMPUTER LITERACY SKILLS - Operations/Concepts</b>						
<b>Use developmentally appropriate terminology to identify the major parts necessary to input and output data.</b>	x	x	x	x	3.7.4 C.1	#1
Identify the major parts necessary for a computer to input and output data.			x	x		
<b>Use input devices (i.e., mouse, keyboard) and output devices (i.e. monitor, printer) to successfully operate computers and other technologies</b>	x	x	x	x	3.7.4.C.2, 3.7.4.D.1	#1
Explain and demonstrate the basic use of input and output devices (keyboard, monitor, printer, mouse)		x	x	x		
Perform basic system operation skills such as start up and shut down the computer, using trash (recycle bin)	x	x	x	x		
Manipulate the mouse to point/click/drag	x	x	x	x		
<b>KEYBOARDING SKILLS</b>				x		#1
Perform developmentally appropriate basic keyboarding skills such as the use of selected alphabetic, numeric, arrow , shift, enter(return), backspace(delete) and space bar keys on keyboard.	x	x	x	x		
Perform developmentally appropriate introductory keyboarding skills using two hands and proper technique.				x		
<b>Use developmentally appropriate multimedia resources (e.g. interactive books, educational software, elementary multimedia encyclopedias) to support learning.</b>	x	x	x	x	3.7.4.D.4	#1
Launch and quit software	x	x	x	x		
Use pull-down menus	x	x	x	x		
Navigate instructional software	x	x	x	x		
<b>Use a variety of media &amp; technology resources for directed &amp; independent learning activities.</b>			x	x	3.7.4.D.4	#1
<b>Communicate about technology using developmentally appropriate and accurate terminology.</b>	x	x	x	x	3.7.4.C.1	#1

II. SOCIAL, ETHICAL AND HUMAN ISSUES						
Students will work cooperatively and collaboratively with peers and others when using technology in the classroom.	x	x	x	x		#2
Demonstrate positive social and ethical behaviors when using technology as identified in the District's Acceptable Use Policy.	x	x	x	x		#2
Practice responsible use of technology systems and software.	x	x	x	x		#2
III. USING TECHNOLOGY FOR PRODUCTIVITY - Applications						
Students will learn basic word processing skills		x	x	x	3.7.4.D.2	#3
Launch and quit a word processing application		x	x	x		
Enter letters , words, information or ideas as developmentally appropriate.		x	x	x		
Change fonts (type, size, color,style)			x	x		
Cut, copy, paste words and/or sentences			x	x		
Save and retrieve documents			x	x		
Spell check				x		
Print a document		x	x	x		
With support students will apply basic word processing skills to communicate information or creative ideas, stories, etc.			x	x	3.7.4.D.2	#3,#4
With support, students will use graphics to illustrate computer generated documents or presentations.			x	x	3.7.4.D.3	#3
Launch and quit a graphics application	x	x	x	x		
Resize a graphic		x	x	x		
Cut or copy and paste a graphic into a document or presentation.			x	x		
Print a graphic or illustration	x	x	x	x		
Print an illustrated document or presentation.			x	x		

<b>Students will use a spreadsheet to record and analyze data.</b>						
<b>Students will use a database to record and analyze data.</b>						
<b>IV. USING TECHNOLOGY FOR COMMUNICATION</b>						<b>#4</b>
<b>Students will learn basic multimedia presentation skills</b>				<b>x</b>	<b>3.7.4.D.3</b>	<b>#3</b>
Launch and quit a multimedia application		x	x	x		
Select a theme or background for a slide show presentation.						
Enter information or ideas in a presentation application						
Insert a graphic into a presentation application						
<b>With support students will create a multimedia presentation using a developmentally appropriate software application to convey information or a creative idea.</b>				<b>x</b>	<b>3.7.4.D.3</b>	<b>#3</b>
<b>Gather information and communicate with others using online resources with support.</b>					<b>3.7.4.E.1,3.7.4.E.2</b>	<b>#4</b>
Use a web page to gather information		x	x	x		
Compose an email with support to gather information.			x	x		

Open and read an email with support to receive information.			x	x		
<b>V. USE TECHNOLOGY TO CONDUCT RESEARCH</b>						
<b>Use the electronic card catalog to locate material and conduct keyword and topic searchers on local and network resources</b>	x	x	x	x		#5
Use the electronic card catalog to locate print resources on local network.	x	x	x	x		
Use the electronic card catalog to locate multimedia resources on the local network			x	x		
<b>Use web browser to locate information appropriate to the level.</b>		x	x	x	3.7.4.E.1 , 3.7.4.E.3	#5
Launch a web browser.	x	x	x	x		
Use links to navigate through a web browser.		x	x	x		
Conduct a simple on line search to answer age appropriate questions.				x		
<b>VI. USING TECHNOLOGY TO SOLVE PROBLEMS</b>						
Student will use technology resources for solving problems and making informed decisions						#6