

O' Bryant Primary's Technology Curriculum

The Technology program at OBP is committed to providing safe, useful, practical, and fun technology instruction for all of our students. Children are 'technology natives', therefore technology is the best tool to provide these students with their education.

The elementary computer program is divided into four instructional categories:

- keyboarding
- basic skills
- online skills
- software application

Biggest Areas of Study:

Text/ Keyboarding

Software Apps

Internet Usage/ Safety

Multi- Media

Sub topics, throughout year:

Basic Computer use

File and resource management

Social and Ethical Use

Graphics and Publishing

Information Acquisition

Kindergarten- Tech Literacy
Current TEK, Proposed TEK, NETS Standard

Vocabulary;

Mouse
Keyboard
Desktop
Double-click
Left-click
Log In
Window
Username
Password
Network
Save
Mouse
Computer
Cursor
Log On/ Log Off
Print
Monitor
Printer
Click
Click-and-Drag
Internet
Headphones
Icon

Skills and Foundations;
The students will;

- Open programs using a double-click of the mouse using the icons on the desktop. 6C, 1B, 6B of NETS

- Exit programs by clicking the "X" in the upper right corner of program window. 6C 1B, 6B of NETS
- Use the mouse to single-click, double-click, click-and-drag, and left-click. 6C 1B
- Scroll up and down in a window using the scroll bar arrows, mouse wheel, or by sliding the scroll bar. 6C 1B
- Navigate successfully, through an appropriate program. 6B, G,2A, 6B NETS
- Use the keyboard and other common input devices efficiently and effectively. 6DEF, 1
- Describe common uses of technology in daily life. 5NETS

Networking;

The students will;

- Access files from a network drive. 1B, 6B NETS

Acceptable use:

Students will;

- Know not to use other's work 3A,B 5BC, 5A NETS
- Work cooperatively and collaboratively with others when using technology. 2, 5B NETS
- Demonstrate positive ethical and social behaviors when using technology.5A, 5A-D NETS
- Demonstrate understanding of the rules when accessing BISD computers.3A, 5A, 5A NETS

Information Acquisition:

The students will;

- Acquire information via text, graphics, audio and video. 5A, 3AB

Problem Solving:

Students will;

- Use software to express ideas and solve problems. 7A,B 4AD, 2C
- Use communication Tools to acquire and share information and solve problems. 8A, 2C,D

Software Applications

Students will;

Microsoft 'Word'

- Open an existing document. 1B, 2D, 6C, 6B NETS
- Enter text. 2D, 6F, 6C NETS
- Use backspace key to delete characters. 2D, 6CF
- Use Shift key to create Capital letters. 2D, 6F

Presentation

- Open an existing presentation. 7A,B 6C, 6B NETS
- Use a teacher created template to complete an activity. 7A,B, 6C 2C, 6B NETS
- Add text and clip art to slides. 11A,B 2C,6C, 6F,
- Uses draw tools to create objects.
- Rotates, duplicates, aligns and resizes objects.

Spreadsheet (Excel)

- Open an existing spreadsheet. 1B, 2D, 6C, 6B NETS
- Insert text into a spreadsheet. 2D, 6CF, 4D

Communication:

Students will;

- Use desktop publishing to create effective documents and presentations. 10A,B, 11A,B 2C, 4D, 1A NETS
- Display work for varied audiences in a variety of formats. 11A,B 2D, 2 B NETS
- Begin to evaluate works that are created. 12B, 4C

Grade 1

Vocabulary – additions to previous grade level

Delete
Menu
Disk
File
On-Line
CPU
Program
Shortcut
My Computer
Webpage
Folder
Toolbar
Server
Font

Skills:

Foundations;

- Use 'My Computer' to navigate to available drives. 2C
- Open programs with double-click on desktop icons or from 'Start', Programs then choosing programs. 1B
- Exit programs by clicking on "X" in corner of a program window, and by using the 'File' menu and choosing 'Exit'. 1B
- Use the mouse to single-click, double-click, and 'click-and-drag' functions with left mouse button. 2A
- Scroll up or down in a window with 'clicking-and-dragging' the scroll bar or clicking the up or down arrows. 2A

- Minimize a window with the correct button in the top, right corner. 2A
- Redisplay a minimized window. 2A
- Use the 'undo' tool. 2D
- Print documents. 1C
- Navigate through appropriate programs. 2A
- Use the drawing tools in 'Office' programs. 7A
- Communicates about technology using grade-level appropriate and accurate terminology. 1A
- Works as part of a cooperative group.
- Understands common uses of technology.
- Uses keyboards effectively. 2A, B,E
- Uses the back button to return to a previous site on the internet.

Networking

The students will;

- Access files from our network. 1C
- Print to a networked printer using the printer icon or the file menu. 1C

Acceptable Use;

The students will;

- Does not user others' works. 3A, B
- Does not access another individual's file. 3B
- Works cooperatively with others when using technology. 5A
- Demonstrates proper understanding of the rules when using BISD's computers. 3A
- Practices responsible use of technology systems and computers.

Information Acquisition

Students will;

- With help, acquire information in forms of text, graphics, charts, multimedia, visual organizers and spreadsheets. 7A,B

Problem Solving

Students will;

- Use software to express ideas and solve problems. 7A,B
- Use communication tools to acquire and share information and solve problems. 8A

Software Applications

Students will;

Word Processing;

- Open an existing document. 1B,2D
- Create a new document. 7B
- Enter text. 2D
- Change font size and type. 10A
- Rotates and resizes objects.
- Use the 'Backspace' key to delete. 2D
- Use 'Shift' key to make capital letters, and punctuation marks. 2E
- Insert clip art using the drawing tools toolbar. 10A

Presentation:

- Open an existing presentation. 7A,B
- Use a teacher created template to complete an activity. 7A,B
- Insert text onto a slide. 11A,B
- Change font size and type. 10A
- Insert clip art from drawing tools toolbar. 10A, B
- Rotates and resizes objects.
- Insert a picture from a file.

Spreadsheet:

- Open an existing spreadsheet. 7A, B

- Enter data. 7 B

Internet Browser:

Students will;

- Click on a link to view a site. 8B
- Use Back, forward, and home to navigate. 8B
- Gather useful information from websites located with search results. 5A, 8B
- Tour 'virtual' environments, remote locations, and explore online interactive lessons. 8B

Communication:

Students will;

- Use desktop publishing to create effective documents and presentations that are appropriate for the desired audience. 10A,B, 11A,B
- Display work for a variety of audiences in different formats. 11A,B
- Evaluate works that are created. 12B

Grade 2:
Vocabulary;
Hard Drive
Software
Text
Document
Copy
Paste
Cut
USB
Browser
Edit
Hardware
Cable

Spreadsheet

Skills:

Foundations:

- Use 'My Computer' to navigate to available drives. 2C
- Open programs with double-click on desktop icons or from 'Start', Programs then choosing programs. 1B
- Exit programs by clicking on "X" in corner of a program window, and by using the 'File' menu and choosing 'Exit'. 1B
- Use the mouse to single-click, double-click, and 'click-and-drag' functions with left mouse button. 2A
- Scroll up or down in a window with 'clicking-and-dragging' the scroll bar or clicking the up or down arrows. 2A
- Minimize a window with the correct button in the top, right corner. 2A
- Redisplay a minimized window. 2A
- Use the 'undo' tool. 2D
- Print documents. 1C
- Navigate through appropriate programs. 2A
- Use the drawing tools in 'Office' programs. 7A
- Communicates about technology using grade-level appropriate and accurate terminology. 1A
- Works as part of a cooperative group.
- Understands common uses of technology.
- Uses keyboards effectively. 2A, B,E
- Uses the back button to return to a previous site on the internet.
- Take pictures with a digital camera.2A
- Print documents. 1C
- Use Cop, Cut, Paste functions. 2D
- Uses a microphone to record sound. 2A

Networking:

Students will;

- Access files from our network. 1C
- Print to a networked printer using the printer icon or the file menu. 1C

Acceptable Use:

Students will;

- Does not user others' works. 3A, B
- Does not access another individual's file. 3B
- Works cooperatively with others when using technology. 5A
- Demonstrates proper understanding of the rules when using BISD's computers. 3A
- Practices responsible use of technology systems and computers.

Information Acquisition:

Students will;

- With help, acquire information in forms of text, graphics, charts, multimedia, visual organizers and spreadsheets. 7A,B
- Analyses content obtained from the internet. 6A, B

Problem Solving:

Students will;

- Use software to express ideas and solve problems. 7A,B
- Use communication tools to acquire and share information and solve problems. 8A
- Use preview options. 9B, 5B
- Use communication tools to acquire and share information and to solve problems. (distance learning, micro-blogging) 8A

Software Applications:

Students will;

Word Processing;

- Open an existing document. 1B,2D
- Create a new document. 7B
- Enter text. 2D
- Change font size and type, 10A
- Use Bold, Italicize, underline and color of font. 10 A
- Rotates and resizes objects.
- Use the 'Backspace' key to delete. 2D
- Use 'Shift' key to make capital letters, and punctuation marks. 2E
- Insert clip art using the drawing tools toolbar. 10A
- Presentation:
 - Open an existing presentation. 7A,B
 - Use a teacher created template to complete an activity. 7 A,B
 - Insert text onto a slide.11A,B
 - Change font size and type. 10A
 - Insert clip art from drawing tools toolbar. 10A, B
 - Rotates and resizes objects.
 - Insert a picture from a file, that comes from another source.2A, 10A
- Spreadsheet:
 - Open an existing spreadsheet. 7A, B
 - Enter data. 7 B
- Desktop Publishing Publisher;
 - Create a document using an available template.7B

Communication:

Students will;

- Use desktop publishing to create effective documents and presentations that are appropriate for the desired audience. 10A,B, 11A,B

- Display work for a variety of audiences in different formats. 11A,B
- Evaluate works that are created. 12B

Internet Browser:

Students will;

- Click on a link to view a site. 8B
- Use Back, forward, and home to navigate. 8B
- Use keyword searches with appropriate search engines. 4A,B, 8A
- Evaluate a site to decide if a website provides useful and appropriate information. 6B
- Evaluate the effectiveness of a search. 6A
- Gather useful information from websites located with search results. 5A, 8B
- Demonstrate legal and ethical behaviors when using internet resources.
- Tour 'virtual' environments, remote locations, and explore online interactive lessons. 8B

Grade 3

Vocabulary;

Format

Document

File

Taskbar

Style

Scanner

Hyperlink

Data

Program/ Application

Digital format

Search Engine

Skills:

Foundations:

- Use 'My Computer' to navigate to available drives. 2C
- Open programs with double-click on desktop icons or from 'Start', Programs then choosing programs. 1B
- Exit programs by clicking on "X" in corner of a program window, and by using the 'File' menu and choosing 'Exit'. 1B
- Use the mouse to single-click, double-click, and 'click-and-drag' functions with left mouse button. 2A
- Scroll up or down in a window with 'clicking-and-dragging' the scroll bar or clicking the up or down arrows. 2A
- Minimize a window with the correct button in the top, right corner. 2A
- Redisplay a minimized window. 2A
- Use the 'undo' tool. 2D
- Print documents. 1C
- Navigate through appropriate programs. 2A
- Use the drawing tools in 'Office' programs. 7A
- Communicates about technology using grade-level appropriate and accurate terminology. 1A
- Works as part of a cooperative group.
- Understands common uses of technology.
- Uses keyboards effectively. 2A, B,E
- Uses the back button to return to a previous site on the internet.
- Take pictures with a digital camera, and upload them into the computer. 2A
- Print documents. 1C
- Use Cop, Cut, Paste functions. 2D
- Uses a microphone to record sound. 2A

- Understand the use of 'Save' and 'Save As'. 1B

Networking:

Students will;

- Access files from our network. 1C
- Print to a networked printer using the printer icon or the file menu. 1C

Acceptable Use:

Students will;

- Does not user others' works. 3A, B
- Does not access another individual's file. 3B
- Works cooperatively with others when using technology. 5A
- Demonstrates proper understanding of the rules when using BISD's computers. 3A
- Practices responsible use of technology systems and computers.
- Knows not to copy or load software that you have no license for. 3B

Information Acquisition:

Students will;

- With help, acquire information in forms of text, graphics, charts, multimedia, visual organizers and spreadsheets. 7A,B
- Analyses content obtained from the internet. 6A, B

Problem Solving:

Students will;

- Use software to express ideas and solve problems. 7A,B
- Use communication tools to acquire and share information and solve problems. 8A
- Use preview options. 9B, 5B
- Use communication tools to acquire and share information and to solve problems. (distance learning, micro-blogging) 8A

Software Applications:

Students will;

Word Processing;

- Open an existing document. 1B,2D
- Create a new document. 7B
- Enter text. 2D
- Change font size and type, 10A
- Use Bold, Italicize, underline and color of font. 10 A
- Use Alignment tools to format text. 10A, B
- Rotates and resizes objects.
- Use the 'Backspace' key to delete. 2D
- Use 'Shift' key to make capital letters, and punctuation marks. 2E
- Insert clip art using the drawing tools toolbar. 10A

Presentation:

- Open an existing presentation. 7A,B
- Use a teacher created template to complete an activity. 7 A,B
- Insert text onto a slide.11A,B
- Use Alignment tools to format text. 10A, B
- Insert new slides. 7A, B
- Change or format backgrounds. 10A, B
- Use Slide sorter view. 9A, B
- Change font size and type. 10A
- Insert clip art from drawing tools toolbar. 10A, B
- Rotates and resizes objects.
- Insert a picture from a file, that comes from another source.2A, 10A

Spreadsheet:

- Open an existing spreadsheet. 7A, B
- Enter data. 7 B
- Identify and locate cells, rows, and columns. 7A, B

Desktop Publishing Publisher;

- Create a document using an available template. 7B

Communication:

Students will;

- Use desktop publishing to create effective documents and presentations that are appropriate for the desired audience. 10A,B, 11A,B
- Display work for a variety of audiences in different formats. 11A,B
- Evaluate works that are created. 12B

Internet Browser:

Students will;

- Click on a link to view a site. 8B
- Use Back, forward, and home to navigate. 8B
- Use keyword searches with appropriate search engines. 4A,B, 8A
- Evaluate a site to decide if a website provides useful and appropriate information. 6B
- Evaluate the effectiveness of a search. 6A
- Gather useful information from websites located with search results. 5A, 8B
- Use acquired information in projects. 11A
- Demonstrate legal and ethical behaviors when using internet resources.
- Tour 'virtual' environments, remote locations, and explore online interactive lessons. 8B

Communication:

Students will;

- Use desktop publishing to create effective documents and presentations that are appropriate for the desired audience. 10A,B, 11A,B
- Display work for a variety of audiences in different formats. 11A,B
- Evaluate works that are created. 12B