Christ Episcopal School
Computer Technology
Overview

Concepts and activities include but are not limited to the following:

PreK-3—A computer center is set up in the classroom. Students:
- use software programs
- practice age-appropriate keyboarding and mouse usage
- follow basic oral and pictorial cues from software programs.

PreK-4—A computer center is set up in the classroom. Students:
- learn the parts of a computer
- learn to use software programs
- begin keyboarding skills.

Kindergarten—Kindergarten students go to the computer lab once a week for 45 minutes. This time is spent learning the vocabulary of technology through hands-on computer activities. The computer teacher uses a projector in the lab to highlight Internet discussions, how-to projects, and other curriculum areas being taught with technology. Kindergarten classes also have a computer center in their classroom for review and enrichment activities.

First Grade—First grade students meet with the computer teacher for 40 minutes once weekly in the computer lab. Technology concepts to be covered during the first grade year include, but are not limited to:
- basic computer literacy
- introduction to keyboarding: ergonomics and finger practice
- introduction to word processing using MS Word
- introduction to computer graphics using MS Power Point
- Internet: navigation and safety.

Second Grade—Students meet with the computer teacher 40 minutes twice weekly in the computer lab. Skills covered in the course of curriculum projects include, but are not limited to:
- computer literacy
- keyboarding: ergonomics, accuracy, memorization and finger practice

Second Grade cont.—
- word processing: terms, toolbars, applications using MS Word
- introduction to spreadsheets: terms, toolbars, applications using MS Excel
- introduction to multimedia and digital imaging using MS Power Point
- Internet: navigation, research, safety.

Third Grade—Third grade students go to the computer lab for 35 minutes twice a week. Third grade also has a computer center in their classroom for review and enrichment activities. Computer skills covered in the course of curriculum projects include, but are not limited to:
- computer literacy
- advanced keyboarding: ergonomics, accuracy, memorization, finger practice, and recording words per minute
- word processing: terms, toolbars, and applications using MS Word
- spreadsheets: terms, toolbars, and applications using MS Excel
- simple multimedia presentations using MS Power Point
- Internet: navigation, research, and safety.

Fourth Grade—Fourth grade students meet with the computer teacher 40 minutes twice weekly in the computer lab. In addition, the classroom has a center for review and enrichment activities. Teachers are encouraged to enrich the computer curriculum with technology-based projects based on skills learned in the lab.   Students learn:
- computer literacy—hardware vs. software, bits and bytes, data storage, Windows Desktop, computer care and safety
- online testing of computer literacy
- advanced keyboarding—ergonomics, accuracy, memorization, finger practice, recording words-per-minute

Fourth Grade cont.
- word processing—terms, toolbars, applications using Microsoft Word
- spreadsheets: terms, toolbars, applications using Microsoft Excel
- introduction to graphs using Microsoft Excel
- multimedia presentations: terms, toolbars, applications using Microsoft PowerPoint
- Internet: navigation, research and safety
- technology use to access, analyze, and evaluate information.

Fifth Grade
Fifth grade students receive 40 minutes of instruction twice a week in the computer lab. The fifth grade classroom has a computer center which can be used for review and enrichment. Teachers enrich the computer curriculum with technology-based projects using skills learned in the lab. The classroom teacher may schedule extra time in the computer lab. Concepts include:
- computer literacy: hardware vs software, bits and bytes, data storage, Windows Desktop, files and folders, operating systems, programs, computer care and safety
- online testing of computer literacy
- advanced keyboarding: ergonomics, accuracy memorizations, finger practice, recording of words-per-minute
- advance word processing: terms, toolbars, applications using Microsoft Word
- advanced spreadsheets: terms, toolbars, and applications using Microsoft Excel
- advanced multimedia presentations: terms, toolbars, and applications using Microsoft PowerPoint
- Internet: navigation, research, and safety
- copyright and plagiarism laws and rules
- how to use technology to access, analyze, and evaluate information
- how to select appropriate applications for assigned projects.

Sixth Grade
Students attend computer class for 35 minutes twice weekly. Teachers integrate technology-based projects into the curriculum. Students learn:
- computer literacy: hardware vs software, bits and bytes, data storage, Windows Desktop, files and folders, operating systems, programs, computer care and safety
- online testing of computer literacy
- advanced keyboarding: ergonomics, accuracy memorizations, finger practice, recording of words-per-minute
- advance word processing: terms, toolbars, applications using Microsoft Word
- advanced spreadsheets: terms, toolbars, and applications using Microsoft Excel
- advanced multimedia presentations: terms, toolbars, and applications using Microsoft PowerPoint
- Internet: navigation, research, and safety
- introduction to Desktop Publishing for printing using MS Publisher
- scanning and digital editing
- how to select appropriate applications for assigned projects
- introduction to citing website sources
- create spreadsheets using MS Excel.