

# CHRIST EPISCOPAL SCHOOL TECHNOLOGY ENRICHMENT CURRICULUM

## PRE-K 3

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Print files under teacher direction.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.
4. Use tools to create shapes and lines.
5. Select and use different line widths and styles.

### **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.

## **PRE-K 4**

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Print files under teacher direction.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.
4. Use tools to create shapes and lines.
5. Select and use different line widths and styles.
6. Delete an object in a paint program.
7. Enter and modify text in a paint program.

8. Resize and reposition an object.

### **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.
4. Solve more complex puzzles utilizing critical thinking skills.

## **KINDERGARTEN**

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Print files under teacher direction.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.

6. Use tools to create shapes and lines.
7. Select and use different line widths and styles.

### **Computer Science Fundamentals**

4. Learn the basics of programming using commands like loops and events.
5. Investigate different problem-solving techniques.
6. Persist in the face of difficult tasks.

## **FIRST**

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Print files under teacher direction.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.

4. Use tools to create shapes and lines.
5. Select and use different line widths and styles.
6. Delete an object in a paint program.
7. Enter and modify text in a paint program.
8. Resize and reposition an object.

### **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.
4. Solve more complex puzzles utilizing critical thinking skills.

## **SECOND**

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Print files under teacher direction.
8. Toggle between two different programs.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.
4. Introduce home row and correct finger placement.
5. Use proper finger for each key.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.
3. Add sites to favorites.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.
4. Use appropriate judgement upon entering Internet sites.
5. Know and practice good Internet safety techniques.

## **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.
4. Perform basic formatting tasks (change font, style, color, bold, italic, underline, alignment, etc).
5. Insert clipart and graphics from online sources.
6. Type short writing pieces with one space between words and after sentences.
7. Use the return and tab keys appropriately.
8. Use simple text editing skills
9. Use spell check.
10. Select and deselect text to make changes.

## **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.
4. Use tools to create shapes and lines.
5. Select and use different line widths and styles.
6. Delete an object in a paint program.
7. Enter and modify text in a paint program.
8. Magnify to enlarge and reduce the view of a graphic.
9. Customize a color palette.
10. Resize and reposition an object.

## **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.
4. Solve more complex puzzles utilizing critical thinking skills.
5. Translate initials into binary code.

## **THIRD**

## **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.

7. Print files under teacher direction.
8. Toggle between two different programs.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.
4. Use home row and correct finger placement.
5. Use proper finger for each key.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.
3. Add sites to favorites.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.
4. Use appropriate judgement upon entering Internet sites.
5. Know and practice good Internet safety techniques.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.
4. Perform basic formatting tasks (change font, style, color, bold, italic, underline, alignment, etc).
5. Use simple text editing skills.
6. Use spell check.
7. Select and deselect text to make changes.
8. Insert clipart and graphics from online sources.
9. Type short writing pieces with one space between words and after sentences.
10. Use the return and tab keys appropriately.
11. Rename and move files.
12. Cut, copy, and paste within a document.
13. Use page setup options.
14. Insert graphics from outside source.
15. Use formatting functions (such as numbering, bullets, and indents).

### **Presentation Software**

1. Open and exit presentation application.
2. Create a new presentation and open a saved presentation.
3. Choose layouts of new slides.

4. Insert or delete slides.
5. Use text special effects such as Word Art.
6. Save presentation.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.
4. Use tools to create shapes and lines.
5. Select and use different line widths and styles.
6. Delete an object in a paint program.
7. Enter and modify text in a paint program.
8. Magnify to enlarge and reduce the view of a graphic.
9. Customize a color palette.
10. Resize, reposition, rotate, and flip an object.
11. Use layers.
12. Duplicate and crop objects.
13. Save document as a graphics file.

### **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.
4. Solve more complex puzzles utilizing critical thinking skills.
5. Translate initials into binary code.
6. Develop an understanding of algorithms, nested loops, while loops, conditionals, and events.

## **FOURTH**

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Toggle between two different programs.
8. Show and hide toolbars.
9. Use shortcuts to perform functions in various programs.
10. Utilize Google Classroom (Docs, Sheets, Slides, Drive).
11. Print files independently.



12. Print specific pages.
13. Access files from documents folder and shared folder with teacher assistance.
14. Save files to documents folder and shared folder independently.
15. Manipulate graphics (sizing, moving, text wrap, etc.)
16. Change page orientation.
17. Create folders to organize files.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.
4. Use home row and correct finger placement.
5. Use proper finger for each key.
6. Use proper typing technique with efficiency and accuracy without looking at the keyboard.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.
3. Add sites to favorites.
4. Discuss the reliability of sources.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use & Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.
4. Use appropriate judgement upon entering Internet sites.
5. Know and practice good Internet safety techniques.
6. Determine what is accurate and reliable information found on the Internet.
7. Obey copyright laws by citing and paraphrase material taken from another source for papers, projects, and multimedia presentations.
8. Exhibit ethical behavior relating to privacy, passwords and personal information.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.
4. Perform basic formatting tasks (change font, style, color, bold, italic, underline, alignment, etc.)
5. Use simple text editing skills.
6. Use spell check.
7. Select and deselect text to make changes.
8. Insert clipart and graphics from online sources.
9. Type short writing pieces with one space between words and after sentences.

10. Use the return and tab keys appropriately.
11. Rename and move files.
12. Cut, copy, and paste within a document.
13. Use page setup options.
14. Insert graphics from outside source.
15. Use formatting functions (such as numbering, bullets, and indents).

### **Presentation Software**

1. Open and exit presentation application.
2. Create a new presentation and open a saved presentation.
3. Choose layouts of new slides.
4. Insert or delete slides.
5. Use text special effects such as Word Art.
6. Save presentation.
7. Cut, copy, and paste within a presentation.
8. Add pieces as needed (such as clipart, text boxes, and shapes).
9. Change the order of slides.
10. Arrange objects on a slide.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.
4. Use tools to create shapes and lines
5. Select and use different line widths and styles.
6. Delete an object in a paint program.
7. Enter and modify text in a paint program.
8. Magnify to enlarge and reduce the view of a graphic.
9. Customize a color palette.
10. Resize, reposition, rotate, and flip an object.
11. Use layers.
12. Duplicate and crop objects.
13. Save document as a graphics file.
14. Select several objects at the same time.
15. Group and ungroup objects.

### **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.
4. Solve more complex puzzles utilizing critical thinking skills.
5. Translate name into binary code.
6. Develop an understanding of algorithms, nested loops, while loops, conditionals, and events.

7. Practice coding with algorithms, loops, conditionals, and events.

## **FIFTH**

### **Basic Computer Concepts and Operations**

1. Identify the main parts of the computer (keyboard, monitor, mouse, tower, headphones, stylus, and drawing tablet).
2. Use mouse correctly (drag, click, right click, left click, double click).
3. Place the cursor at a specific location on the screen.
4. Launch/open and close computer programs.
5. Open and close Internet applications.
6. Login and logout of computer properly.
7. Toggle between two different programs.
8. Show and hide toolbars.
9. Use shortcuts to perform functions in various programs.
10. Utilize Google Classroom (Docs, Sheets, Slides, Drive).
11. Print files independently.
12. Print specific pages.
13. Access files from documents folder and shared folder with teacher assistance.
14. Save files to documents folder and shared folder independently.
15. Manipulate graphics (sizing, moving, text wrap, etc.)
16. Change page orientation.
17. Create folders to organize files.
18. Delete files and folders from documents folder.

### **Technology Productivity and Keyboarding**

1. Use correct posture.
2. Locate and use letters, numbers, etc.
3. Identify and locate special keys such as, enter, spacebar, caps lock, shift keys.
4. Use home row and correct finger placement.
5. Use proper finger for each key.
6. Use proper typing technique with efficiency and accuracy without looking at the keyboard.
7. Type classroom reports and assignments.

### **Internet Skills**

1. Use a web browser.
2. Use teacher directed web based activities on topics of study.
3. Add sites to favorites.
4. Discuss the reliability of sources.
5. Make hyperlinks to Internet sites within documents and presentations.

### **Social, Ethical, and Human Issues**

1. Discuss and comply with network use and Internet policy.
2. Demonstrate appropriate computer etiquette.
3. Respect the privacy of all users.
4. Use appropriate judgement upon entering Internet sites.
5. Know and practice good Internet safety techniques.
6. Determine what is accurate and reliable information found on the Internet.
7. Obey copyright laws by citing and paraphrase material taken from another source for papers, projects, and multimedia presentations.
8. Exhibit ethical behavior relating to privacy, passwords and personal information.
9. Appropriately cite sources using appropriate format.

### **Word Processing**

1. Open and exit word processing application.
2. Type first name, ABCs, numbers, and simple words.
3. Use the delete and backspace keys appropriately.
4. Perform basic formatting tasks (change font, style, color, bold, italic, underline, alignment, etc.)
5. Use simple text editing skills.
6. Use spell check.
7. Select and deselect text to make changes.
8. Insert clipart and graphics from online sources.
9. Type short writing pieces with one space between words and after sentences.
10. Use the return and tab keys appropriately.
11. Rename and move files.
12. Cut, copy, and paste within a document.
13. Use page setup options.
14. Insert graphics from outside source.
15. Use formatting functions (such as numbering, bullets, and indents).
16. Copy and paste information from the Internet into a word processing application for note taking purposes.

### **Presentation Software**

1. Open and exit presentation application.
2. Create a new presentation and open a saved presentation.
3. Choose layouts of new slides.
4. Insert or delete slides.
5. Use text special effects such as Word Art.
6. Save presentation.
7. Cut, copy, and paste within a presentation.
8. Add pieces as needed (such as clipart, text boxes, and shapes).
9. Change the order of slides.
10. Arrange objects on a slide.
11. Add slide transitions.
12. Add animation to text and graphics.

13. Insert movie clips and recorded sound.
14. Edit themes.
15. Create master slides.

### **Graphics**

1. Open and exit graphics application.
2. Select and use different colors.
3. Erase part of an image in a paint program.
4. Use tools to create shapes and lines
5. Select and use different line widths and styles.
6. Delete an object in a paint program.
7. Enter and modify text in a paint program.
8. Magnify to enlarge and reduce the view of a graphic.
9. Customize a color palette.
10. Resize, reposition, rotate, and flip an object.
11. Use layers.
12. Duplicate and crop objects.
13. Save document as a graphics file.
14. Select several objects at the same time.
15. Group and ungroup objects.

### **Computer Science Fundamentals**

1. Learn the basics of programming using commands like loops and events.
2. Investigate different problem-solving techniques.
3. Persist in the face of difficult tasks.
4. Solve more complex puzzles utilizing critical thinking skills.
5. Translate name into binary code.
6. Develop an understanding of algorithms, nested loops, while loops, conditionals, and events.
7. Practice coding with algorithms, loops, conditionals, and events.
8. Create interactive stories and games with different kinds of loops, events, functions, and conditionals.