

St. Mary's Computer Curriculum

Grade 2

Goals & Objectives	Skills	Assessment
Basic Operations & Concepts	Turn on & shut down a computer Log on & off a computer Beginning mouse skills Beginning Keyboard skills Open & Exit a program Care & Use of headphones Save a file Open a saved file Printing a File Basic Terminology Care & use of CD's	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation
Social, Ethical & Human Issues	Internet Safety Internet Privacy Computer Ethics What is cyberspace? Communication inventions	Teacher Observation Quiz Classroom Participation
Technology Productivity and Communication Tools	Integrate technology with classroom curriculum. Word Processing (Microsoft Word & KidPix) <ul style="list-style-type: none"> ✓ Compose text ✓ Edit a document ✓ Font size & style ✓ Center text ✓ Insert Graphics ✓ Basic Menu Skills Paint Program (KidPix) <ul style="list-style-type: none"> ✓ Insert text boxes ✓ Create artwork ✓ Insert clip art ✓ Basic menu skills Publishing (Print Shop) <ul style="list-style-type: none"> ✓ Insert Text boxes ✓ Insert Headlines ✓ Insert Graphics ✓ Font size & style ✓ Basic Menu Skills 	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation
Technology Research Tools	Beginning search skills Beginning site evaluation	Teacher Observation Quiz

St. Mary's Computer Curriculum
Grade 3

Goals & Objectives	Skills	Assessment
Basic Operations & Concepts	Review of 2 nd Grade skills Beginning Keyboarding Home Row Keys Continued Mouse Skills Continued Keyboard Skills Print Preview Save vs. Save As Terminology	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation
Social, Ethical & Human Issues	Internet Safety Internet Privacy Computer Ethics Netiquette Recognizing online advertising What is cyberspace? Communication inventions	Teacher Observation Quiz Classroom Participation
Technology Productivity and Communication Tools	Integrate technology with classroom curriculum. Word Processing (Microsoft Word) <ul style="list-style-type: none"> ✓ Compose text ✓ Edit a document ✓ Font size & style ✓ Center text ✓ Bold, Italics & Underline ✓ Insert Graphics ✓ Basic Menu Skills ✓ Tools/toolbars ✓ Cut, copy & paste ✓ Spell check Publishing (Print Shop) <ul style="list-style-type: none"> ✓ Insert text boxes ✓ Insert headlines ✓ Insert graphics ✓ Font size & style ✓ Basic menu skills ✓ Tools/toolbars ✓ Cut, copy & paste ✓ Spell check ✓ Import graphics ✓ Drawing Tools Presentation (Microsoft PowerPoint)	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation

	<ul style="list-style-type: none"> ✓ Presentation Basics ✓ Insert WordArt ✓ Insert Text Boxes ✓ Insert Graphics ✓ Resize graphics & boxes ✓ Move graphics & boxes ✓ Multiple slides ✓ Adding color & borders 	
Technology Research Tools	Search Skills Web site evaluation	Teacher Observation Quiz

St. Mary's Computer Curriculum
Grade 4

Goals & Objectives	Skills	Assessment
Basic Operations & Concepts	Review of 2 nd & 3 rd Grade skills Keyboarding File Management <ul style="list-style-type: none"> ✓ Saving files to the network ✓ Opening files from the network ✓ Organizing Files & Directories Terminology	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation
Social, Ethical & Human Issues	Internet Safety Chat, IM & Email Safety Internet Privacy Cyber Citizenship Computer Ethics Netiquette Recognizing online advertising What is cyberspace? How does the internet work? Communication inventions	Teacher Observation Quiz Classroom Participation
Technology Productivity and Communication Tools	Integrate technology with classroom curriculum. Word Processing (Microsoft Word) <ul style="list-style-type: none"> ✓ Compose text ✓ Edit a document ✓ Font size & style ✓ Bold, Italics & Underline ✓ Insert Graphics ✓ Basic Menu Skills ✓ Tools/toolbars ✓ Cut, copy & paste ✓ Spell check ✓ Tables ✓ Format Basics ✓ Justification ✓ Columns ✓ Page layout Publishing (Print Shop) <ul style="list-style-type: none"> ✓ Insert text boxes ✓ Insert headlines 	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation

	<ul style="list-style-type: none"> ✓ Insert graphics ✓ Font size & style ✓ Basic menu skills ✓ Tools/toolbars ✓ Cut, copy & paste ✓ Spell check ✓ Import graphics ✓ Drawing Tools ✓ Layouts ✓ Effects ✓ Custom Graphics <p>Presentation (Microsoft PowerPoint)</p> <ul style="list-style-type: none"> ✓ Presentation Basics ✓ Evaluating Presentations ✓ Insert WordArt ✓ Insert Text Boxes ✓ Insert Graphics ✓ Resize graphics & boxes ✓ Move graphics & boxes ✓ Multiple slides ✓ Adding color & borders ✓ Adding sound ✓ Custom animation ✓ Adding transitions 	
Technology Research Tools	<p>Search Skills</p> <p>Web site evaluation</p> <p>Internet cut, copy & paste skills</p> <p>Copyright laws</p>	Teacher Observation Quiz

***St. Mary's Computer Curriculum
Grade 5***

Goals & Objectives	Skills	Assessment
Basic Operations & Concepts	Review of 4 th Grade skills Keyboarding Select Printing File Management <ul style="list-style-type: none"> ✓ Saving files to the network ✓ Opening files from the network ✓ Organizing files & directories ✓ Creating directories Terminology Basic network concepts	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation
Social, Ethical & Human Issues	Internet Safety Chat, IM & Email Safety Internet Privacy Cyber Citizenship Computer Ethics Netiquette Recognizing online advertising What is cyberspace? How does the internet work? Communication inventions The future License agreements What are viruses and how to protect against.	Teacher Observation Quiz Classroom Participation
Technology Productivity and Communication Tools	Integrate technology with classroom curriculum. Word Processing (Microsoft Word) <ul style="list-style-type: none"> ✓ Review all from 4th grade Publishing (Print Shop) <ul style="list-style-type: none"> ✓ Review all from 4th grade Presentation (Microsoft PowerPoint) <ul style="list-style-type: none"> ✓ Presentation Basics ✓ Evaluating Presentations ✓ Presentation types 	Teacher Observation Quiz Performance assessment Product assessment Classroom Participation

	<ul style="list-style-type: none"> ✓ Insert WordArt ✓ Insert Text Boxes ✓ Insert Graphics ✓ Resize graphics & boxes ✓ Move graphics & boxes ✓ Multiple slides ✓ Adding color & borders ✓ Adding sound ✓ Custom animation ✓ Adding transitions <p>Spreadsheet (Microsoft Excel)</p> <ul style="list-style-type: none"> ✓ Basic spreadsheet terminology ✓ Uses for a spreadsheet ✓ Creating a spreadsheet ✓ Graphing from a spreadsheet <p>Database (Microsoft Access)</p> <ul style="list-style-type: none"> ✓ Basic Database terminology ✓ Uses for a database ✓ Creating a database ✓ Sorting a database 	
<p>Technology Research Tools</p>	<p>Search Skills</p> <p>Web site evaluation</p> <p>Internet cut, copy & paste skills</p> <p>Copyright laws</p> <p>Cite Electronic Sources</p>	<p>Teacher Observation</p> <p>Quiz</p> <p>Product assessment</p>