

<b>Theme</b>	<b>Standards</b>	<b>Teacher Resources</b>	<b>Performance Indicator</b>
Social, Ethical and Human Issues	2		Students will demonstrate optimal posture and position at the computer workstation
Technology Productivity Tools	3	Herzog keyboarding chart	Students will be introduced to the position of the keys and the organization of the keyboard.
Basic Operations and Concepts	1;4;6	Microsoft Word, Apple Works, Kid Pix, Graph Master, Microsoft Excel, Inspiration, Microsoft Internet Explorer	Students will create and save age appropriate word processor, paint program, graphing software, and graphic organizer documents, and use world wide web resources to enhance the classroom curriculum.
Technology Communication Tools	4	Microsoft Word, Apple Works, Kid Pix, Graph Master, Microsoft Excel, Inspiration, Microsoft Internet Explorer	Students will customize the look of their documents and presentations they create.
Basic Operations and Concepts	1	available software: Microsoft Word, Apple Works, Kid Pix, Graph Master, Microsoft Excel, Inspiration, Microsoft Internet Explorer	Students will open, view and print documents they previously created
Basic Operations and Concepts	1;3	available software: Microsoft Word, Apple Works, Kid Pix, Graph Master, Microsoft Excel, Inspiration, Microsoft Internet Explorer	Students will receive reinforcement for the correct procedures for opening, closing, and saving files using menu options and commands in appropriate grade/subject instructional software
Basic Operations and Concepts	1	available software: Microsoft Word, Apple Works, Kid Pix, Graph Master, Microsoft Excel, Inspiration, Microsoft Internet Explorer	Students will identify and use: the monitor, mouse and keyboard
Basic Operations and Concepts	1	available software: Microsoft Word, Apple Works, Kid Pix, Graph Master, Microsoft Excel, Inspiration, Microsoft Internet Explorer	Students will use the following terms accurately: cable, CD-ROM, computer, cursor, disk drive, icon, double click, software
Social, Ethical and Human Issues	2		Students will follow lab rules concerning appropriate use of the computer
Basic Operations and Concepts	1		Students will demonstrate how to turn on and shut down computers