

Theme	Standards	Teacher Resources	Performance Indicator
Social, Ethical and Human Issues	2		Students will demonstrate optimal posture and position at the computer workstation.
Basic Operations and Concepts	1;2	Herzog keyboarding books and charts	Students will use appropriate keyboarding techniques by typing with hands on the home row and using the correct finger on all the keys. NOTE: Keyboarding will be taught to 3rd graders in a daily block of time for approximately 12 weeks.
Basic Operations and Concepts	1		Students will learn to type and use special keys: shift, backspace/delete, tab, and punctuation , . ? ; : ' "
Technology Productivity Tools	3	available software: Microsoft Word, Apple Works, Storybook Weaver Deluxe, Print Shop, Kid Pix, Microsoft Power Point	Students will create and save grade level work using a word processor, authoring software, desktop publishing and presentation software.
Technology Communication Tools	4		Students will customize the look of their documents and presentations they create and edit items using choices from the menus.
Basic Operations and Concepts	1		Students will open, view and print documents they previously created.
Technology Communication Tools	4		Students will present their PowerPoint and/or KidPix presentations to the rest of the class.
Basic Operations and Concepts	1;3		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.
Technology Communication Tools	4	available software: Eyewitness Children's Encyclopedia, Microsoft Internet Explorer	Students will use electronic resources (encyclopedia CD ROM, world wide web) to gather information for classroom curricula.
Technology Productivity Tools;	3;6	available software: Inspiration	Students will use information management skills to organize and compare information using Inspiration, a graphic organizing software.
Basic Operations and Concepts	1		Students will identify and use: the monitor, mouse, keyboard, printer and scanner.
Basic Operations and Concepts	1		Students will apply their understanding of the following computer terms: cable, CD-ROM, computer, cursor, disk drive(s), icon, double click, software.

Theme	Standards	Teacher Resources	Performance Indicator
Basic Operations and Concepts	1		Students will demonstrate how to turn on and shut down computers.
Social, ethical and human issues	2		Students will follow lab rules concerning appropriate use of the computer.
Social, ethical and human issues	2		Students will show an understanding of appropriate legal/ethical conduct when working with the computers by respecting others privacy and their work.