

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 and Type to Learn 3	Students will use appropriate keyboarding techniques by typing with hands on the home row and using the correct finger on the all the keys while typing 20 words per minute with 80% accuracy or higher.
Basic Operations and Concepts	1		Students will demonstrate appropriate use of the special keys: shift, backspace/delete, tab, and punctuation , . ? ; : ' "
Technology productivity tools	3	Microsoft Word, Apple Works, Print Shop 7, 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	Microsoft Power Point and Kid Pix	Students will present their PowerPoint and/or Kid Pix presentations to the rest of the class
Basic Operations and Concepts	1;3		Students will demonstrate the correct procedures for opening, closing, and saving files using menu options and commands in appropriate grade/subject instructional software.
Technology Communication Tools	4;5;6	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	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.
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 obeying copyright laws, and following district acceptable use policies.