

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 all the keys while typing 25 wpm with 80% accuracy or higher
Technology productivity tools	3;5	Microsoft Word, Apple Works, Print Shop 7, Microsoft Power Point	Students will create and save grade level work using a word processor, desktop publishing, vector drawing and presentation software
	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	4	Microsoft Power Point	Students will present their PowerPoint 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 problem-solving and decision making tools	6	Microsoft Power Point and Excel	Students will learn and apply the use of hyperlinks in Microsoft Office
Technology Communication	4;5;6	Microsoft Internet Explorer	Students will understand and use steps for effective web based research for classroom projects and lab activities: 1. analyze the topic, 2. choose the right place to start, 3. learn as you go and vary your approach based upon what you learn
Technology productivity tools	3;6	Inspiration Software	Students will use information management skills to organize and compare information using Inspiration, a graphic organizing software, and a graphing 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 show an understanding of the following computer terms: bit, byte, gigabyte, megabyte, memory, pixel and RAM

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Technology Research Tools	5;6		Students will select appropriate technology tools and resources to address a variety of tasks and problems
Social, Ethical and Human Issues	1		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, respecting others privacy and their work, and following district acceptable use policies