

COMPUTER/TECHNOLOGY FIRST GRADE

VALUES AND ATTITUDES

The student will:

- Demonstrate responsible and ethical behavior that exemplifies Catholic values when using technology, including respect for property, honesty and compassion.
- Work cooperatively with peers when using technology in the classroom.
- Feel confident to enhance work through computer applications.
- Recognize and utilize relevant versus irrelevant information.

DIOCESAN STRAND A GENERAL KNOWLEDGE

OBJECTIVES

Note: **(M)** with bold text indicates mastery at this level.

Societal issues related to technology; ethical behavior when using the computer and other technology

- Identify a variety of uses of technology.
- Identify and discuss physical components of a computing device.
- Discuss responsible basic use and care of technology tools.
- Identify and discuss computer peripherals: DVD/CD players and recorders, microphone, speaker, hard drive, floppy drive scanner.
- Identify icons for files, programs, folders, and disks.
- Understand the size of a hard drive in relation to external storage media.
- Identify and explain proper protection procedures for removable storage media, e.g., CD, DVD, floppy disk, compact flash cards.
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Discuss appropriate use of computers and follow an Acceptable Use Policy (AUP). (M)**
- Understand and that the work of others must be valued, respected and acknowledged.
- Understand and discuss the ownership of creative works or information.
- Identify and cite the original author of a work as a class.
- Recognize, discuss, and cite various types of resources.
- Discuss the responsible use of multimedia resources.
- Access and discuss teacher-selected information from the Internet.

DIOCESAN STRAND B APPLICATION

OBJECTIVES

Knowledge and skills of technology tools.

- Use technology for self instruction.
- Turn on, log on, log off and shut down computer properly.
- Insert and remove disks, CD-ROMs, etc. correctly.
- Identify and use the microphone and other ports.
- Develop use of a cursor.
- Use a mouse proficiently to enter data:
 - a) Move mouse and point to desired location. (M)**
 - b) Point and click, double click using the mouse. (M)**
 - c) Select and deselect an icon or text using a mouse.
 - d) Click and drag desktop icons.
 - e) Start and quit a program using a mouse.
 - f) Open and close folders using a mouse.
 - g) Open and close a non-application file using the mouse.
 - h) Choose from the menu bar using the mouse.
- Locate the menu bar and pull down each menu.
- Start, use and quit software applications.
- Understand the desktop, window manipulation, minimize box, close box, maximize box, program manager, application/menu.
- Save a document to a disk, hard drive and server.
- Use “save as” appropriately.
- Gather and organize information to use an application to display information.
- Use graphing to organize and interpret information.

Process data, access, evaluate, interpret, and communicate information

- Use common computing devices in class activities.
- Discuss and use software to enter, calculate, display data, and interpret results.
- Begin to develop keyboarding techniques to enter data:
 - a. Identify relative position of letters and numbers. (M)**
 - b. Use letter, number, punctuation and symbol keys.
 - c. Locate special characters on the keyboard, e.g., space bar, enter, delete, return, insert, arrows, backspace, shift.
 - d. Use informal keyboarding skills to type words, phrases, and sentences.
- Recognize basic word processing terms.
- Use word processing as a tool to create a basic text:
 - a. Enter text and line break. (M)**
 - b. Delete text. (M)**
 - c. Use menu/tool bar functions.
 - d. Open, close, save and retrieve.

- e. Enter numbers, words and phrases.
- f. Use appropriate page orientation.
- g. Print a document.
- Explore and discuss Internet resources and information using teacher-created bookmarks/favorites.
- Illustrate words/phrases/concepts using multimedia software.
- Identify and use A/V equipment: VCR, digital camera, camcorder, audio CD player, TV, DVD player.
- Use a presentation system: data display projector, LCD panel, TV monitor.

VOCABULARY

Begin to develop an understanding of the following basic technology vocabulary/concepts as well as terms/concepts introduced in Kindergarten:

Multi Application

Classify
Collect
Display
Graph
Information

Organize
Patterns
Sort
Shift
Textbox

Multimedia

Bookmarks/favorites
Color
Images
Link/button
Navigate

Slide/card
Text
Text box
Transition
Sound

Video