

## COMPUTERS/TECHNOLOGY SECOND GRADE

<b>VALUES AND ATTITUDES</b>	The student will: Demonstrate responsible and ethical behavior that exemplifies Catholic values when using technology, including respect for property, honesty and compassion. Understand that technology involves societal issues. 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.
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### STRAND A GENERAL KNOWLEDGE

#### OBJECTIVES

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

Societal issues and ethical behavior related to the use of technology

- **Demonstrate responsible basic use and care of technology tools. (M)**
- Identify a variety of uses of digital technology.
- Identify and use computer peripherals: CD-ROM player, microphone, speaker, hard drive, scanner, and other ports.
- **Identify icons for files, programs, folders, and disks. (M)**
- Explain the basics of how a hard drive works.
- **Explain proper protection procedures for removable storage media. (M)**
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Discuss responsible use of the computer and follow Acceptable Use Policy. (M)**
- Discuss the value of work and acknowledgement of ownership.
- Identify and discuss online resources as the work of individuals and/or groups and the necessity of citing resources.
- Discuss appropriate, responsible and safe online behaviors.
- Work cooperatively and collaboratively with peers and others when using technology.
- Discuss telecommunications/Internet as a tool for communication and collaboration.
- Discuss issues to consider in selection and use of materials for multimedia projects.
- Discuss the similarities and differences between print and electronic databases as a way to collect, organize, and display data.
- Discuss terms/concepts sort, search/filter, and keyword using electronic databases.

## STRAND B APPLICATION

### OBJECTIVES

Knowledge and skills to use technology tools

- Use technology for self instruction.
- Evaluate appropriateness of resources.
- **Turn on, log on, log off and shut down computer properly. (M)**
- Insert and remove disks, CD-ROMs, etc. correctly.
- 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 using a mouse. (M)**
  - d. **Click and drag desktop icons. (M)**
  - e. **Start and quit a program using a mouse. (M)**
  - f. **Open and close folders using a mouse. (M)**
  - g. **Open and close a non-application file using the mouse. (M)**
  - h. **Choose from the menu bar using the mouse. (M)**
  - i. **Locate the menu bar and pull down each menu. (M)**
  - j. Save a file using the mouse.
  - k. Locate a submenu using the mouse.
  - l. **Start, use and quit software applications. (M)**
- Understand the desktop: window manipulation, minimize box, close box, maximize box, program manager, application menu.
- **Identify the active and non-active options in a menu. (M)**

Use of technology to process data, access, evaluate, interpret, and communicate information

- Begin to develop keyboarding techniques to enter data:
  - a. Develop correct finger placement for home row keys.
  - b. Identify relative position of letters and numbers.
  - c. Use letter and number keys.
  - d. Use punctuation and symbol keys.
  - e. Locate special characters on the keyboard, e.g., space bar, enter, delete, return, insert, arrows, backspace.
  - f. Use shift, caps lock, tab, and arrow keys.
  - g. Use special keys for command, option and control.

Use word processing as a tool to:

- a. **Create a basic text document. (M)**
- b. **Access and open a word processing program. (M)**
- c. **Enter text. (M)**
- d. **Delete text using the delete key or backspace key. (M)**
- e. Edit, select printer, and print assignments.
- f. Save and retrieve word processing files.

- g. Save a document to a disk, hard drive and server.
- h. Use “save as” appropriately.
- i. Use the space bar.
- j. Change the text size.
- k. Use appropriate page orientation.
- l. Understand the concept of the insertion point and the cursor.
- m. Use special keys such as shift, tab, and return/enter.

- **Recognize basic word processing terms, e.g., desktop, menu/tool bar, document, and text. (M)**

- Discuss and use menu/tool bar functions in word processing applications working with programs and/or documents.

- **Open, use and close a desk accessory. (M)**

- Gather and organize information to use an application to display information.
- Produce a graph, chart, and/or table.
- Interpret information from a chart and/or graph.
- Identify spreadsheets as a tool to organize, calculate, and graph data.
- Enter/edit and discuss changes in data in a prepared spreadsheet, as a group.
- Use spreadsheet software, as a class, to enter, display, and identify sources of data.
- Recognize, discuss and use the features/functions of computing devices.
- Use prepared electronic database to meet information needs.
- Edit an existing linear/sequential multimedia story as a class activity.
- Use multimedia software to combine text and graphics as a class.
- Identify and cite resources for multimedia project.
- Use teacher-selected Internet resources, as a class, to locate and compare information about the community.
- Use manipulatives and graphics software/program to organize and display data:
  - a. Use the eraser, paintbrush, spray can.
  - b. Use the graphics bucket.
  - c. Change the color or pattern of the paintbrush, paint bucket, or spray can.
  - d. Manipulate preset graphics/images using specific graphics programs tools from tool bar.
  - e. Create images with preset requirements from the teacher.

Identify and operate A/V equipment: VCR, DVD, digital camera, camcorder, audio CD player, TV.

Use a presentation system, e.g., data display projector, LCD panel, TV monitor.

**VOCABULARY**

Demonstrate correct use of the following basic technology vocabulary/concepts as well as terms/concepts introduced in previous grades:

**Multi Application**

Desktop  
Hard drive  
Hardware  
Software

**Word Processing**

Document  
Menu/Tool Bar  
Text

**Spreadsheet**

Line graphs

**Internet**

Browser  
Web address  
Web links  
Webpage

**Multimedia**

Audio/video clips  
Linear/sequential  
Storyboard  
Resources