

## COMPUTER CURRICULUM FIRST GRADE

First Grade students use the Early Literacy Program which consists of these stations:

- Computer Reading
- Work Journal
- Make Words
- Writing and Typing
- Listening

The following are added as time permits and students are ready to move on.

- Basic Operations and Concepts

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Basic Operations and Concepts

Students will be introduced and understand the following:

- Understands what a computer is
- Can identify parts of a computer (mouse, keyboard, monitor, printer, CD Rom, etc.)
- Can start a computer
- Can log on and off the computer
- Can identify the do's and don'ts of using a computer.
- Can use the mouse appropriately. (point, click, double-click, and drag)
- Can use computer terminology appropriately
- Can start a program using the mouse
- Treats all of the equipment with respect
- Use correct posture at the computer
- Recognize the icons and their functions
- Can open, close and restore windows.
- Can use of the scroll bar
- Can open and close a program
- Can open and close a file
- Can use the pull-down menus and commands

- Can create, name and save files
- Recognize desktop icons and their functions: My Computer, My Documents, Recycle Bin, Application Icons

#### Social, Ethical, and Human Issues

- Work with classmates
- Demonstrates appropriate behavior when using the computer
- Demonstrates proper use and care of CD ROM
- Respects the privacy of another student's work
- Understand and respect copyright laws

#### Keyboarding

- Demonstrates proper hand, finger and body position
- Demonstrates proper use of special keys: Space Bar, Enter/Return, Shift, and Delete, Backspace, Arrow Keys

#### Word Processing

- Recognize intended use
- Move and place cursor
- Center Text
- Select, insert, and delete text
- Change Font, size, style, and color of text
- Insert Clip Art

#### Internet

- Navigate teacher chosen Web sites
- Use Internet toolbar to navigate

#### Spreadsheet

- Introduce Spreadsheet
  - Recognize intended use
  - Navigate in a spreadsheet
  - Recognize cells, columns, and rows
  - Use a spreadsheet to create simple graphs
  - Add and edit data
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ALL INFORMATION FOR THIS WORK HAS BEEN GATHERED FROM THE  
FOLLOWING SOURCES:

National Educational Technology Standards for Students (NETS)  
Thomson/South-Western, Learning with Computers, Scope and Sequence  
Easy Tech Curriculum, Scope and Sequence