

ASA Technology Curriculum Map

	Preschool-PreK	K	1	2	3	4
First Trimester	<p>Introduction to the basic components of the computer. We teach respect for the monitor, keyboard, mouse and all other physical apparatus. Students then focus on mouse skills. Students work to improve their hand eye coordination while practicing the left-mouse click, double-click, and click and drag actions needed to navigate through programs.</p>	<p>Introduction to the basic components of the computer. We teach respect for the monitor, keyboard, mouse and all other physical apparatus. Children use the mouse to navigate through curriculum based games and access programs</p>	<p>Emphasis on keyboarding skills continues in the early grades. Students do activities to learn the different components and key placement. There is an emphasis on basic typing rules such as spacing, capitalization, and punctuation. Students are introduced to the basics of the Microsoft Office Suite. They are taught vocabulary words from the standard, drawing, and formatting menu bars.</p>	<p>Keyboarding skills practice continues. Home row usage with proper finger placement is emphasized. Students play several typing practice games to provide variety to their practice sessions. Independence in logging in, opening folders, and saving is encouraged.</p>	<p>Students continue keyboarding practice and work toward mastery. Students use the Microsoft Office Suite of programs more extensively and with a deeper focus. Typing tests with word per minute scoring will be added to guide students in focused keyboarding practice.</p>	<p>Keyboarding at this level is focused and student progress in recorded. Students are working toward specified WPM goals. Children are using additional formatting features of Microsoft Office such columns, bullets, spell check, and additional toolbar functions. A basic introduction in EXCEL will focus on creating homework charts, reading logs, etc.</p>
Second Trimester	<p>A basic introduction to the basic functions of the keyboard is next. Students learn to use the space bar, enter and arrow keys to log on to the computer and expand their repertoire of curriculum based games.</p>	<p>There is a strong emphasis on keyboarding skills in the early grades. Students do activities to learn the different components and key placement. Then they practice using the home row with proper finger placement. Using Scholastic Keys, a simpler version of Microsoft Office series, students begin to put their new keyboarding skills to practice typing.</p>	<p>Students continue to practice keyboarding skills as assignments with more typing are integrated into the classroom curriculum. Children use the PowerPoint programs to create books and do animal reports. Focus on strengthening formatting skills continues.</p>	<p>Children continue to refine their skills in the Microsoft Suite of programs. The focus is on being able to navigate through Word and PowerPoint. Students should be comfortable with basic writing, formatting and saving work in these two programs.</p>	<p>Children begin searching the internet to find images and information for lab and classroom work. Students will learn about search engines and review proper internet etiquette. The focus will be on the proper way to search, save, and retrieve appropriate information for assignments.</p>	<p>Students use the internet more for research and are expected to be able to easily save information and photos into folders. Students at this level should be able to research independently and accomplish tasks without extensive teacher support.</p>
Third Trimester	<p>As the year progresses, children will explore more of the keyboard and work on mastering their mouse and basic keyboarding skills. By the end of the year, students should have an improved comfort level and be able to easily navigate through familiar activities.</p>	<p>By the end of the year, K students should be able to log in easily as well as find and open programs in the Kindergarten folder. Students should also be proficient using the mouse and have a basic comfort level using the shift, spacebar, and backspace and delete keys on the keyboard.</p>	<p>At year's end, first graders should be able to open a Word or PowerPoint document, format slides and pages, insert and resize photos, and save items into their student folders with little teacher assistance.</p>	<p>Grade two students should be able to navigate through Word and PowerPoint confidently. Students should also be able to enhance their work using images gathered from clipart galleries and files on the server with limited teacher assistance.</p>	<p>Students use the internet more for research and are expected to be able to easily save information and photos into folders. Third graders will focus on refining their internet research skills to maximize time and resource usage.</p>	<p>By the end of the year, fourth grade students should see marked improvement in keyboarding skills. Students should be able to create a variety of Word, PowerPoint and Excel documents independently. Students should also be able to show proficiency in internet use in terms of searching, retrieving and using information for classroom assignments.</p>

Although the tech lab work throughout the year is integrated with the curriculum at each grade level, students do receive explicit instruction in technology use as shown above.

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5	6	7	8
<p>Grade five students will work to refine their skills and prepare for the rigors of middle school technology use. At the end of the trimester, students should have the keyboard memorized and be able to properly format typed assignments without teacher assistance. There is a discussion of internet safety, cyber bullying, and other computer safety issues as well.</p>	<p>At the beginning of the year, students will review the student acceptable use policy (SAUP). There will be a discussion of internet safety, cyber bullying, and other computer safety. Students will then do an in-depth study of EXCEL with an emphasis on the proper use of charts to demonstrate specific information.</p>	<p>At the beginning of the year, students will review the student acceptable use policy (SAUP). There will be a discussion of internet safety, cyber bullying, and other computer safety. Students will then learn to create webpages using HTML (Hypertext Markup Language). As well as studying the history of the Word Wide Web.</p>	<p>At the beginning of the year, students will review the student acceptable use policy (SAUP). There will be a discussion of internets safety, cyber bullying, and other computer safety. Students will then get an introduction to computer programming using a Java instruction model such as Jurtle.</p>
<p>An in-depth review of the Microsoft Word and PowerPoint programs begins. Students will focus on the use of keyboard and mouse shortcuts, templates, and header/footer functions along with letter wizard. A review of computer safety (in terms of virus protection and password/email security) will precede the practice of moving information through the use of electronic mail and portable storage devices such as flash drives.</p>	<p>After a brief overview of the rest of the Microsoft Office Suite, students will begin working with Publisher. Students will bring all their previous formatting experience and learn how to link text boxes, add images, and alter templates to create polished, businesslike assignments.</p>	<p>Using the GIMP, an image manipulation program similar to Photoshop, students will get an introduction to altering and rendering images. They will create a portfolio showcasing the variety of skills they've learned.</p>	<p>Using Microsoft Movie Maker, students will begin instruction of Video Editing. After creating scripts and storyboards, students will use digital cameras to create two short films. They will add still photos, music and voice over audio as well as transitions to create their finished products.</p>
<p>Web quests are used to guide students in the process of using the internet for research purposes. Children will practice previously taught internet research skills to create, reports, newspapers, and/or other assignments to demonstrate understanding of classroom topics.</p>	<p>Students will each sign up for Google Docs accounts. They will learn how to up/download, and share documents among themselves and their teachers for classroom assignments. A calendar will also be created so students can keep track of changes of homework assignments and other classroom activities online. Students will also learn about the physical connections of the computer. They will understand how to set-up a system. Use of Peripherals including scanners, digital cameras, speakers, and web cameras will also be covered.</p>	<p>Students will enhance their note-taking and brainstorming abilities through Concept Mapping. Using Freeplane, a free software product, children will create various concept maps to coincide with classroom lessons. They will also get an introduction in basic Troubleshooting techniques. The focus will be on print errors, recovering misplaced files, and internet and networking issues.</p>	<p>Students will learn the beginning processes of game creation using a Java-based software tool entitled GameMaker. Students will showcase their skills by creating games and having classmates play and evaluate them.</p>

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