

TECHNOLOGY

Purpose: The purpose of the computer curriculum is to introduce students to computers, software, hardware, and the uses of the Internet. The program is designed to create a familiarity with technological advances enabling students with the necessary skills and tools for practical application in education.

Overview: across the grades levels, introduces, refines, and masters the following:

- Keyboarding
- Hardware literacy
- Demonstrate correct use of storage device
- Demonstrate correct use of printer
- Operating system skills
- Word processing
- Spreadsheet skills
- PowerPoint skills
- Painting and drawing skills
- Presentation skills
- Internet skills
- Spreadsheet skills
- Introduction to multimedia
- CAD drawing

Sampling of topics covered:

- Use of CD ROM and jump drives
- Correct use of folders
- Type with correct finger position on all letters and numbers
- Familiarity with formatting text changes, style, alignment
- Correct use of editing skills
- Use of color, shape, and zoom tools
- Use of wizards and templates
- Inserting hyperlinks to a specific web site
- Writing formulas for use within a spreadsheet
- Create charts and graphs using data
- Correct use of spell check , dictionary, and thesaurus
- Proper use of the Internet
- Desktop publishing and graphics
- Database management
- Creating PowerPoint presentations
- Web design