

St. John-Endicott Cooperative Schools Computer/Technology Curriculum Standards

**with
Performance Indicators**

Program Standards

- Be comfortable using a computer.
- Possess computer literacy.
- Possess basic input skills.
- Be able to use general computer applications (spread sheet, database, word processing, presentation software, desktop publishing, etc.).
- Be able to use technical tools (scanner, modem, CD-ROM, etc.).
- Be able to access, process, produce, and present information using a computer.
- Be able to adapt to technological change.
- Be able to use technology as an educational tool.
- Understand the importance of the computer in the workplace.

Computer/Technology Standards Kindergarten to Sixth Grade

1. **Understand and be able to properly use the keyboard. [K-Sixth Grade]**
 - A. Know and be able to use a basic keyboard. [Primary]
 - B. Know and be able to use a computer keyboard (enter, esc, alt). [Primary]
 - C. Know and be able to use proper posture and placement of hands on keyboard. [Intermediate]
 - D. Be able to keyboard using the touch system. [Intermediate]

2. **Understand basic computer operations. [K-Sixth Grade]**
 - A. Know basic computer terminology. [Primary]
 - B. Be able to use a checklist to determine why a computer is not functioning properly. [Intermediate]
 - C. Be able to use menu-driven software. [Intermediate]

3. **Be able to use a word processing program. [Fourth-Sixth Grade]**
 - A. Be able to write and edit documents.
 - B. Be able to load and save documents.
 - C. Be able to print.
 - D. Be able to use graphics and fonts.

4. **Be able to use hardware and software safely and properly. [K-Second Grade]**
 - A. Be able to use input devices (mouse, keyboard).
 - B. Be able to turn on/off and adjust monitor.
 - C. Be able to turn on/off CPU.
 - D. Be able to insert diskettes and access disk drives.
 - E. Be able to log on and off network.

5. **Be able to use a computer as an educational tool. [K-Sixth Grade]**
 - A. Be able to use internet to access and retrieve information. [Intermediate]
 - B. Be able to use database and spreadsheets to manipulate data. [Intermediate]
 - C. Be able to use technology to solve problems. [Intermediate]
 - D. Be able to use technology to present information. [Intermediate]

Computer/Technology Standards

Middle School

- 1. Be able to keyboard using the touch system with speed and accuracy.**
 - A. Be able to use proper posture and hand position.
 - B. Be able to use proper placement and position of fingers (curves).
 - C. Be able to use home row.
 - D. Be able to properly use space bar.
 - E. Be able to use proper keyboard techniques for touch control of alphabetic, numeric, and symbol keys.
 - F. Be able to keyboard for speed and accuracy (20 WPM for 3 minutes with less than 6 errors).

- 2. Be able to complete applications with word processing programs.**
 - A. Be able to set and change margins and tabs.
 - B. Be able to set and change format style (pull-down menu items) and set up columns.
 - C. Be able to save, retrieve, print, and format a disk.
 - D. Be able to key and format a block letter, personal note, and short report.
 - E. Be able to create a CD.

- 3. Be able to use hardware and peripherals and do simple troubleshooting.**
 - A. Be able to use a mouse.
 - B. Be able to boot the system and shut it down.
 - C. Be able to apply a troubleshooting checklist.

- 4. Be able to create products using various computer applications.**
 - A. Be able to use a database application.
 - B. Be able to use a spreadsheet application (charts, graphs, compute mathematical operations).
 - C. Be able to use a graphic/paint application.
 - F. Be able to use a desktop publisher.
 - G. Be able to use presentation software.

- 5. Be able to be a responsible computer user.**
 - A. Be able to handle disks/CDs properly.
 - B. Be able to startup and shutdown the system properly.
 - C. Be able to log onto and off of the network properly.
 - D. Know and apply software copyright and privacy rights.
 - E. Be able to show respect for other computer users.

- 6. Be able to use current and additional technologies.**
 - A. Be able to operate a scanner.
 - B. Be able to use a modem/fax machine.
 - C. Be able to use CD-ROMs.
 - D. Be able to use a laser disc player.
 - E. Be able to use a computer projector.
 - F. Be able to use video capture hardware.

- 7. Be able to use a computer as an educational tool.**
 - A. Be able to use internet to access and retrieve information.
 - B. Be able to use database and spreadsheets to manipulate data.
 - C. Be able to use technology to solve problems.
 - D. Be able to use technology to present information.

Computer/Technology Standards

Keyboarding-9 (One Semester)

- 1. Be able to keyboard using the touch system.**
 - A. Be able to properly use home row and space bar.
 - B. Be able to use proper keyboarding techniques for touch control of alphabetic, numeric, and symbol keys.
 - C. Be able to use proper posture and hand position with proper placement and curvature of fingers.

- 2. Be able to format personal and business documents and reports.**
 - A. Be able to format different letter and function styles.
 - B. Be able to format different memorandum styles.
 - C. Be able to center using manual and automatic centering features.
 - D. Be able to format information in two or three columns.
 - E. Be able to enter data on business forms.
 - F. Be able to format topical and sentence outline material.
 - G. Be able to format a single or multi-page report.
 - H. Be able to edit and format a document from unchanged material.
 - I. Be able to compose while at the keyboard.

- 3. Be able to operate keyboarding equipment.**
 - A. Be able to behave properly while using keyboarding equipment.
 - B. Be able to properly care for, store, and use diskettes.
 - C. Be able to properly operate typewriter/computer and printer.

- 4. Be able to key a minimum of 40 WPM with no more than 2 errors/minute accuracy for 3 minutes.**

Computer/Technology Standards

Computer Applications-9 (One Semester)

- 1. Possess computer literacy.**
 - A. Know and be able to apply computer terminology.
 - B. Be able to properly select and use computer hardware.
 - C. Be able to start up and access computer software through network or stand-alone systems.
 - D. Be able to apply basic operating system commands (format, change directories, change drives, copy disks).

- 2. Be able to word process.**
 - A. Be able to set and change margins and tabs.
 - B. Be able to format documents (fonts, size, type, justification).
 - C. Be able to use graphics (draw, graphics import, scanning).
 - D. Be able to use special features (enlarge/reduce, outline, shadow, change paper size).
 - E. Be able to change default printer settings.

- 3. Be able to use a database program.**
 - A. Be able to set up and produce a database.
 - B. Be able to change an existing database.
 - C. Be able to import and export information to and from a database.
 - D. Be able to sort information by several attributes.
 - E. Be able to use the query to analyze data.
 - F. Be able to produce mailing labels.

- 4. Be able to use a spreadsheet program.**
 - A. Be able to set up a spreadsheet report.
 - B. Be able to use basic formulas in a spreadsheet (add and subtract columns and rows, compute calculations) to solve problems.
 - C. Be able to use the tools of a spreadsheet (copy, cut, sort).
 - D. Be able to import and export information from and to a spreadsheet.
 - E. Be able to create graphs.

- 5. Be able to apply integration activities.**
 - A. Be able to integrate to word processing from other sources (database, spreadsheet, word processing).
 - B. Be able to move information to word processing from other sources (database, spreadsheet, graphs).

- 6. Be able to apply creative graphics concepts and skills.**
 - A. Be able to use various tools (zoom, rotation, 3-D features, scaling, shading, etc.).
 - B. Be able to explore and use basic capabilities of various stand-alone graphic programs.

- 7. Be able to apply multi-media to a presentation.**
 - A. Be able to use presentation software (PowerPoint, etc.)
 - B. Be able to access and utilize CD-ROM information.
 - C. Be able to incorporate the current audio/visual technologies with computer productions.

- 8. Be able to do desktop publishing.**
 - A. Be able to set and change margins, tabs, and columns (page layout).
 - B. Be able to change format (fonts, size, type, justification).
 - C. Be able to use clip art graphics (draw, graphics import, scanning).
 - D. Be able to use special features (enlarge/reduce, outline, shadow, change paper size).
 - E. Be able to publish newsletters.
 - F. Be able to produce special reports.

- 9. Be able to use a computer as an educational tool.**
 - A. Be able to use internet to access and retrieve information.
 - B. Be able to use database and spreadsheets to manipulate data.
 - C. Be able to use technology to solve problems.
 - D. Be able to use technology to present information.