Course Description
Second Grade
Computer/Technology

ENRICHMENT PROGRAM PHILOSOPHY STATEMENT:
God has given us the gift of discernment. In order to utilize technology effectively, students must learn to evaluate digital media of the 21st century. To be informed and productive citizens, best fit for service in God's kingdom, students need to be equipped to use technology wisely, effectively, and responsibly.

OBJECTIVES: Enable students to develop, at an age appropriate level, and demonstrate the following skills:
- Increased mouse and keyboard skills
- Knowledge of the basic components of the computer
- Basic problem solving strategies
- Independent use of computers and navigation skills
- Use of Microsoft Office/Word 2010 (word processing: font, alignment and spacing, indenting, etc.)
- Ability to easily navigate research-specific websites

TEXTBOOK: "Second Grade Technology, 32 Lessons Every Second Grader Can Accomplish On a Computer", Fourth Edition; Part Three of the Technology Education Series by Structured Learning

TIME ALLOTMENT: 30 minutes a day, 1 day per week

MATERIALS: HP Thin Client t5570e (pc), Internet Explorer, typingweb.com (online keyboarding site), Microsoft Office 2010 (word processing/spreadsheet/presentation), various literacy and curricular appropriate search engines and databases such as factmonster.com, wordcentral.com, worldbookonline.com, etc.

COURSE CONTENT: Course content is aligned with ISTE National Education Technology Standards: creativity and innovation, communication and collaboration, research and information fluency, critical thinking/problems solving and decision making, digital citizenship, and technology operations and concepts.
- Computer Basics (turning computer on/off, identifying computer parts and vocabulary, minimizing/maximizing/moving windows, mouse control, finding/opening applications, printing documents, file management, "Save" vs. "Save As," understanding different applications and which to use for a project, using the menu bar, etc.)
- Basic Keyboarding (learning parts of the keyboard, correct posture, properly use "home row" keys, finger memory, etc.), regular keyboarding practice, use of internet for keyboarding.
- Basic File Management (create/delete/rename folders, create/save files in varying applications, locate saved files, search for files, etc.)

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- Basic Internet skills (opening web browsers, typing URL address and locating websites, using back/forward buttons, using search engines, etc.), use of internet for research.
- Basic word processing skills (understanding common format for reports, Create/Edit/Save/Print a document, using toolbars, formatting characters, using spell/grammar check, formatting paragraphs, spacing, etc.)

AREAS TO BE EVALUATED: Class participation and class work.

GRADING:
100% Class participation

ADDITIONAL ACTIVITIES: None at this time.