

Cedar Grove School District

Cedar Grove, NJ

2017

Grades K-4

Computer Literacy

*Approved by the Cedar Grove Board of Education
2017*

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Computer Literacy

Grades K – 4

Course Description

Computer Literacy K-4 encompasses a variety of technology skills necessary for students' proficient navigation of today's learning environments. Computer instruction helps students gain the skills necessary to use the wide array of technology available to them as learning tools. Through this course of study, children will learn to use the basic features of an operating system and produce a simple, finished document using word processing software. In addition, they will learn to use the World Wide Web and databases for inquiry and research.

Beyond this, they will learn how to use desktop publishing, spreadsheet and presentation software programs to present information. The grade level expectations are designed in a manner that promotes the consistent technological development of students, K-4, while assuring a meaningful introduction to the uses of computer technologies

Computer Literacy Kindergarten

Unit 1: Basic Computer Skills and Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Define basic technology vocabulary	Identify computer/CPU, keyboard, mouse, monitor, printer, headphones, login or username, log off, web site, and link	8.1.2	A.1	4
Access software	Open programs using desktop icons	8.1.2	A.1	1
Utilize basic computer icons	Double click on left mouse button	8.1.2	A.4	1

Unit 2: Application of Productivity Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Solve problems individually and/or collaboratively using computer applications	Use critical thinking web activities and software	8.1.2	C.1	3
Identify basic hardware problems and solve simple problems	Recognize that if the monitor screen is black, the monitor and/or computer power must be turned on	8.1.2	A.1	1

Computer Literacy

Grade 1

Unit 1: Basic Computer Skills and Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Define basic technology vocabulary	<ul style="list-style-type: none"> Identify computer/CPU, keyboard, mouse, monitor, printer, headphones, login or username, password, log off, web site, link, and graphic 	8.1.2	A.1	2
Access software	<ul style="list-style-type: none"> Open programs using desktop icons 	8.1.2	A.1	Ongoing
Produce a simple finished document using word processing software	<ul style="list-style-type: none"> Open word processing program and use keyboard to enter simple text Change font size Close and exit programs 	8.1.2	A.2	1 1 1
Utilize a graphic organizer	<ul style="list-style-type: none"> Open <i>Kidspiration</i> Click and drag pictures 	8.1.2	B.1	1 1
Utilize basic computer icons	<ul style="list-style-type: none"> Double click on left mouse button 	8.1.2	A.5	Ongoing

Unit 2: Application of Productivity Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Identify the common uses of computer applications and the advantages and disadvantages of each	Utilize Microsoft Word to write a sentence or sentences	8.1.2	A.3	3
Identify the need for accessing and applying information found via software and the internet	Utilize appropriate web sites and software programs to find facts	8.1.2	E.1	2
Solve problems individually and/or collaboratively using computer applications	Utilize critical thinking web activities and software	8.1.2	F.1	3

Identify and solve basic hardware problems	Recognize that if the monitor screen is black, the monitor and/or computer needs to be turned on	8.1.2	A.1	1
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Computer Literacy

Grade 2

Unit 1: Basic Computer Skills and Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Define basic technology vocabulary	Identify computer/CPU, keyboard, mouse, monitor, printer, headphones, login or user name, password, log off, web site, link, graphic, cursor, program, save, save as, word processing and document	8.1.2	A.1	2
Access software	Open programs using desktop icons	8.1.2	A.1	Ongoing
Input, save, and access text and data	<ul style="list-style-type: none"> • Create and save documents • Open saved documents 	8.1.2	A.2	1 1
Produce a simple finished document using word processing software	<ul style="list-style-type: none"> • Open word processing program and use keyboard to enter simple text in desired font size • Print document • Save, close and exit program • 	8.1.2	A.2	1 1 Ongoing
Create and present a multimedia presentation using appropriate software	<ul style="list-style-type: none"> • Open presentation software • Create slide(s) containing • text and graphics • Save, close and exit program • Present slide show 	8.1.2	B.1	2 1 Ongoing
Utilize a graphic organizer	<ul style="list-style-type: none"> • Open <i>Kidspiration</i> and click and drag pictures • Add text then save and print document 	8.1.2	B.1	1 1
Utilize basic computer icons	Double click on left mouse button	8.1.2	A.5	Ongoing

Unit 2: Application of Productivity Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Identify the common uses of computer applications and the advantages and disadvantages of each	<ul style="list-style-type: none"> Utilize Microsoft Word to write paragraphs Utilize Microsoft Publisher to create products that include text and graphics Utilize PowerPoint to create slide shows 	8.1.2 8.1.2 8.1.2	A.2 A.3 B.1	3 3 3
Identify and practice responsible social & ethical behaviors when using technology	Abide by the principle that it is only acceptable to log in to a network or password protected site under one's own name	8.1.2	D.1	1
Identify the ethical and legal implications of plagiarism of copyrighted materials	Cite sources to give proper credit	8.1.2	D.1	2
Identify the need for accessing and applying information found via software and the internet	Utilize appropriate web sites and software to find facts	8.1.2	E.1	1 1 Ongoing
Identify and use web browsers, search engines and directories to obtain information to solve real world problems	Utilize pre-selected web sites listed on the NE/SE Virtual Media Center to find information	8.1.2	C.1	2 1 Ongoing
Solve problems individually and/or collaboratively using computer applications	Utilize critical thinking web activities and software	8.1.2	C.1	3
Identify and solve basic hardware problems	<ul style="list-style-type: none"> Recognize that if the monitor is black, the monitor and/or computer power must be turned on Recognize that if documents have not printed, the printer power may need to be turned on or paper may need to be loaded 	8.1.2	A.1	1

Computer Literacy

Grade 3

Unit 1: Basic Computer Skills and Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Define basic technology vocabulary	Identify computer/CPU, keyboard, mouse, monitor, printer, headphones, login or user name, password, log off, web site, link, graphic, cursor, program, save, save as, word processing and document	8.1.5	A.1	2
Access software	Open programs using desktop icons	8.1.5	A.1	Ongoing
Identify and select a printer	Choose printer based on content (color or black and white)	8.1.5	A.1	1
Input, save, and access text and data	<ul style="list-style-type: none"> • Create document • Save document • Open document 	8.1.5	A.1	Ongoing
Produce a simple finished document using word processing software	<ul style="list-style-type: none"> • Open word processing program and use keyboard to enter simple text in desired font size • Insert WordArt • Insert ClipArt • Print, save, and close document then exit program 	8.1.5	A.2	1 1 1 Ongoing
Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template	<ul style="list-style-type: none"> • Open spreadsheet program and enter data • Select data and use charting feature to create a graph • Print, save and close document then exit program 	8.1.5	A.4	1 2 Ongoing
Create and present a multimedia presentation using appropriate	<ul style="list-style-type: none"> • Open presentation software and create slide(s) containing text 	8.1.5	A.3	2 1 Ongoing

software	<ul style="list-style-type: none"> and graphics • Add slide transitions • Save, close and exit program • Present slide show 			1
Create and maintain files and folders	<ul style="list-style-type: none"> • Open “My Computer” <ul style="list-style-type: none"> ○ On menu bar, choose File->New -> Folder ○ Name Folder ○ Press Enter • Click and drag files into appropriate folders • Delete unwanted files 	8.1.5	A.1	1
Utilize a graphic organizer	<ul style="list-style-type: none"> • Open <i>Kidspiration</i> and click and drag pictures • Add text • Save document • Print document 	8.1.5	A.3	2 1
Utilize basic computer icons	Double click on left mouse button	8.1.5	A.1	Ongoing

Unit 2: Application of Productivity Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Identify the common uses of computer applications and the advantages and disadvantages of each	<ul style="list-style-type: none"> • Utilize Microsoft Word to write paragraphs • Utilize Microsoft Publisher to create products that include text and graphics • Utilize PowerPoint to create slide shows 	8.1.5 8.1.5 8.1.5	A.2 A.3 A.4	3 3 3
Identify and practice responsible social & ethical behaviors when using technology	Abide by the principle that it is only acceptable to log in to a network or password protected site under one's own name	8.1.5	D.3	Ongoing
Identify the ethical and legal implications of plagiarism of copyrighted materials	Cite sources to give proper credit	8.1.5 8.1.5	D.1 D.2	2
Identify the need for accessing and applying information	Utilize appropriate web sites and software to find facts	8.1.5	E.1	Ongoing

found via software and the internet				
Identify and use web browsers, search engines and directories to obtain information to solve real world problems	<ul style="list-style-type: none"> • Utilize Google images to search for graphics • Utilize pre-selected web sites listed on the NE/SE Virtual Media Center to find information 	8.1.5	E.1	Ongoing
Locate specific information by searching a database	Utilize Library World to locate materials in the media center	8.1.5	E.1	3
Solve problems individually and/or collaboratively using computer applications	Utilize critical thinking web activities and software	8.1.5	E.1	3
Identify and solve basic hardware problems	<ul style="list-style-type: none"> • Recognize that if the monitor is black, the monitor and/or computer power must be turned on • Recognize that if documents have not printed, the printer power may need to be turned on or paper may need to be loaded • Recognize that if the mouse and/or the keyboard is unresponsive, it may need to be reconnected 	8.1.5	A.1	1 Ongoing

Computer Literacy

Grade 4

Unit 1: Basic Computer Skills and Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Define basic technology vocabulary	Identify computer/CPU, keyboard, mouse, monitor, printer, headphones, login or user name, password, log off, web site, link, graphic, cursor, program, save, save as, word processing and document	8.1.5	A.1	2
Access software	Open programs using desktop icons	8.1.5	A.1	Ongoing
Identify and select a printer	Choose printer based on content (color or black and white)	8.1.5	A.1	1
Access "Help" feature	Utilize "Help" feature from menu in order to troubleshoot	8.1.5	A.1	1
Input, save, and access text and data	<ul style="list-style-type: none"> • Create document • Save document • Open document 	8.1.5	A.1	Ongoing
Develop a simple finished document using word processing software	<ul style="list-style-type: none"> • Open word processing program and use keyboard to enter simple text • Change font size, style and color 	8.1.5	A.2	
Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template	<ul style="list-style-type: none"> • Open spreadsheet program • Enter data • Select data • Use charting feature to create a graph • Add formatting to graph • Print document • Save, close, and exit program 	8.1.5	A.4	2 2 Ongoing
Create and present a multimedia	<ul style="list-style-type: none"> • Open presentation software and create 	8.1.5	A.3	1 1 Ongoing

presentation using appropriate software	slide(s) containing text and graphics <ul style="list-style-type: none"> • Add slide transitions • Add animation • Save, close and exit program • Present slide show 			1
Develop and maintain files and folders	<ul style="list-style-type: none"> • Open “My Computer” <ul style="list-style-type: none"> ○ On menu bar, choose File->New -> Folder ○ Name Folder ○ Press Enter • Click and drag files into appropriate folders • Delete unwanted files 	8.1.5	A.1	1
Utilize a graphic organizer	<ul style="list-style-type: none"> • Open <i>Kidspiration</i> and click and drag pictures • Add text • Save document • Print document 	8.1.5	A.3	2 1
Utilize basic computer icons	Double click on left mouse button	8.1.5	A.1	Ongoing

Unit 2: Application of Productivity Tools

Course Objective(s)	Student Objectives	NJSLS for Tech.	Strands & Indicators	Suggested Timeframe (in class sessions)
Discuss the common uses of computer applications and identify the advantages and disadvantages	<ul style="list-style-type: none"> • Utilize Microsoft Word to write paragraphs, letters, and reports • Utilize Microsoft Publisher to create products that include text and graphics • Utilize PowerPoint to create slide shows 	8.1.5 8.1.5 8.1.5	A.2 A.3 A.4	3 3 3
Recognize and practice responsible social & ethical behaviors when using technology	Understand that it is only acceptable to log in to a network or password protected site under one's own name	8.1.5	D.3	Ongoing
Practice appropriate Internet etiquette	<ul style="list-style-type: none"> • Use email communication only when you know the 	8.1.5 8.1.5	D.1 D.2	2

	other person • Use proper "netiquette" rules for email			
Recognize the ethical and legal implications of plagiarism of copyrighted materials	Cite sources to give proper credit	8.1.5	D.1 D.2	2
Recognize the need for accessing and using information	Utilize appropriate web sites and software to find facts	8.1.5	E.1	Ongoing
Identify and use web browsers, search engines and directories to obtain information to solve real world problems	<ul style="list-style-type: none"> Utilize Google images to search for graphics Utilize pre-selected web sites listed on the NE/SE Virtual Media Center to find information 	8.1.5	E.1	Ongoing
Locate specific information by searching a database	Utilize Library World to locate materials in the media center	8.1.5	E.1	3
Recognize accuracy and/or bias of information	Recognize accuracy and/or bias of information	8.1.5	E.1	1
Solve problems individually and/or collaboratively using computer applications	Utilize critical thinking web activities and software	8.1.5	C.1	3
Identify and solve basic hardware problems	<ul style="list-style-type: none"> Recognize that if the monitor is black, the monitor and/or computer power must be turned on Recognize that if documents have not printed, the printer power may need to be turned on or paper may need to be loaded Recognize that if the mouse and/or the keyboard is unresponsive, it may need to be reconnected 	8.1.5	A.1	1 Ongoing

New Jersey Student Learning Standards for Technology

Content Area	Technology		
Standard	8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.		
Strand	A. Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.		
Grade Level bands	Content Statement Students will:	Indicator	Indicator
K-2	Understand and use technology systems.	8.1.2.A.1	Identify the basic features of a digital device and explain its purpose.
	Select and use applications effectively and productively.	8.1.2.A.2	Create a document using a word processing application.
		8.1.2.A.3	Compare the common uses of at least two different digital applications and identify the advantages and disadvantages of using each.
		8.1.2.A.4	Demonstrate developmentally appropriate navigation skills in virtual environments (i.e. games, museums).
		8.1.2.A.5	Enter information into a spreadsheet and sort the information.
		8.1.2.A.6	Identify the structure and components of a database.
		8.1.2.A.7	Enter information into a database or spreadsheet and filter the information.
3-5	Understand and use technology systems.	8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.
	Select and use applications effectively and productively.	8.1.5.A.2	Format a document using a word processing application to enhance text and include graphics, symbols and/ or pictures.
		8.1.5.A.3	Use a graphic organizer to organize information about problem or issue.
		8.1.5.A.4	Graph data using a spreadsheet, analyze and produce a report that explains the analysis of the data.
		8.1.5.A.5	Create and use a database to answer basic questions.
		8.1.5.A.6	Export data from a database into a spreadsheet; analyze and produce a report that explains the analysis of the data.

Content Area	Technology		
Standard	8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.		
Strand	B. Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.		
Grade Level bands	Content Statement Students will:	Indicator	Indicator
P	Apply existing knowledge to generate new ideas, products, or processes.	8.1.P.B.1	Create a story about a picture taken by the student on a digital camera or mobile device.
K-2		8.1.2.B.1	Illustrate and communicate original ideas and stories using multiple digital tools and <u>resources</u> .
3-5	Create original works as a means of personal or group expression.	8.1.5.B.1	Collaborative to produce a digital story about a significant local event or issue based on first-person interviews.

Content Area	Technology		
Standard	8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.		
Strand	C. Communication and Collaboration: Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.		
Grade Level bands	Content Statement	Indicator	Indicator
P	Interact, collaborate, and publish with peers, experts, or others by employing a variety of digital environments and media.	8.1.P.C.1	Collaborate with peers by participating in interactive digital games or activities.
K-2		8.1.2.C.1	Engage in a variety of developmentally appropriate learning activities with students in other classes, schools, or countries using various media formats such as online collaborative tools, and social media.
3-5	Communicate information and ideas to multiple audiences using a variety of media and formats. Develop cultural understanding and global awareness by engaging with learners of other cultures. Contribute to project teams to produce original works or solve problems.	8.1.5.C.1	Engage in online discussions with learners of other cultures to investigate a worldwide issue from multiple perspectives and sources, evaluate findings and present possible solutions, using digital tools and online resources for all steps.

Content Area	Technology		
Standard	8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.		
Strand	D. Digital Citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.		
Grade Level bands	Content Statement	Indicator	Indicator
K-2	Advocate and practice safe, legal, and responsible use of information and technology.	8.1.2.D.1	Develop an understanding of ownership of print and nonprint information.
3-5	Advocate and practice safe, legal, and responsible use of information and technology.	8.1.5.D.1	Understand the need for and use of copyrights.
		8.1.5.D.2	Analyze the resource citations in online materials for proper use.
	Demonstrate personal responsibility for lifelong learning.	8.1.5.D.3	Demonstrate an understanding of the need to practice cyber safety, cyber security, and cyber ethics when using technologies and social media.
	Exhibit leadership for digital citizenship.	8.1.5.D.4	Understand digital citizenship and demonstrate an understanding of the personal consequences of inappropriate use of technology and social media.

Content Area	Technology		
Standard	8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.		
Strand	E: Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.		
Grade Level bands	Content Statement	Indicator	Indicator
	Students will:		
P	Plan strategies to guide inquiry.	8.1.P.E.1	Use the Internet to explore and investigate questions with a teacher's support.
K-2	Plan strategies to guide inquiry Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media. Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.	8.1.2.E.1	Use digital tools and online resources to explore a problem or issue.
3-5	Plan strategies to guide inquiry. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media. Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.	8.1.5.E.1	Use digital tools to research and evaluate the accuracy of, relevance to, and appropriateness of using print and non-print electronic information sources to complete a variety of tasks.

