Our Lady Queen of Peace

Computer Curriculum

Mission

Computer classes will aid students by giving them the instruction and practice time necessary to make the best use of technology as a tool for increased learning and productivity. Use of technology will be inclusive of all students and integrated into all curricular areas. Technology should be used as a vehicle of analysis, research, creativity and communication in the light of the values and teachings of the Catholic values, moral decision-making and the Queen of Peace School mission of responsibility, respect and love.

Vision

We are committed to educate and empower administrators, teachers and students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global society.

Administrator, teachers, and students should become proficient in the use of technology in an endeavor to discover ways that technology can be put to the service of God.

Technology should be used as a vehicle of analysis, research and communication in the light of Catholic values, moral decision-making and the Queen of Peace School mission of responsibility, respect and love

Key

I = Introduce

R= Reinforce

IU = Independent Use

1. Understands computer terms and skills involved in successful computer operations.

Terms	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Login (log on)	I	R	IU	IU	IU	IU	IU	IU	IU
Cursor	I	I	R	IU	IU	IU	IU	IU	IU
Edit			I	R	R	IU	IU	IU	IU
Word processor				I	R	IU	IU	IU	IU
Hardware			I	R	IU	IU	IU	IU	IU
Software			I	R	IU	IU	IU	IU	IU
Network		I	R	R	IU	IU	IU	IU	IU
Electronic mail (e mail)				I	R	R	IU	IU	IU
Directory		I	R	R	IU	IU	IU	IU	IU
Copyright				I	R	R	IU	IU	IU
Software piracy				I	R	R	R	IU	IU
License agreement				I	R	R	IU	IU	IU
Computer manual				I	R	R	R	IU	IU
Database					I	R	R	R	IU
Internet			I	I	I	R	R	IU	IU
Query							I	R	R
Field					I	R	R	R	IU
Record					I	R	R	R	IU
File				I	R	R	R	IU	IU
Retrieve				I	I	R	R	R	IU
Spreadsheet					I	R	R	R	IU
Cell					I	R	R	R	IU
Column					I	R	R	R	IU
Row					I	R	R	R	IU
Formula								I	R
Telecommunication				I	R	R	R	IU	IU
Multimedia				I	R	R	R	IU	IU
Desktop publishing				I	R	R	R	IU	IU
HARDWARE IDENTIFICATION									
Keyboard & mouse	I	R	R	R	IU	IU	IU	IU	IU
Monitor	I	R	R	R	IU	IU	IU	IU	IU
Printer	I	R	R	R	R	R	R	R	R
Hard drive				I	R	R	IU	IU	IU
Floppy drive				I	R	R	IU	IU	IU
Disk				I	R	R	IU	IU	IU
CD ROM	I	R	R	R	IU	IU	IU	IU	IU
File server				I	R	R	IU	IU	IU
RAM								I	R
CARE AND USE OF EQUIPMENT	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
care and use of mouse and keyboard	I	R	R	R	IU	IU	IU	IU	IU
care and use of computer disks	I	R	R	R	IU	IU	IU	IU	IU

care and use of CD ROM	I	R	R	R	IU	IU	IU	IU	IU
ability to power up and shut down	I	R	R	R	IU	IU	IU	IU	IU
care and use of printer	I	R	R	R	R	R	R	R	R
use of special keys ESC, shift key, arrow keys, spacebar, backspace, delete key, enter key, alt key, ctrl key, etc	I	R	R	IU	IU	IU	IU	IU	IU

2. Knows how to access network and sites on the internet and uses e-mail as a means of electronic communication.

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
demonstrates appropriate use of log in names	I	R	R	R	R	R	R	R	R
demonstrates appropriate us of network printing		I	I	R	R	R	R	R	R
saves files to individual home directions		I	R	R	R	R	R	IU	IU
uses multiple storage drives (A:, H:, C:, S:)		I	R	R	R	R	R	IU	IU
accesses information from a directory				I	I	R	R	R	R
sending and receiving electronic mail					I	R	R	R	IU
accessing online information for research				I	I	R	R	IU	IU

3. Knows how to use a word processing program and applies it in a meaningful way as a tool in daily life.

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
identify intended use		I	I	IU	IU	IU	IU	IU	IU
use save and save as		I	I	IU	IU	IU	IU	IU	IU
use print preview		I	I	IU	IU	IU	IU	IU	IU
print entire file or selected parts		I	I	R	R	R	IU	IU	IU
justifying text		I	R	IU	IU	IU	IU	IU	
selecting font style & size		I	R	R	IU	IU	IU	IU	IU
line spacing					I	R	IU	IU	IU
selecting page orientation							I	R	IU
margins							I	R	IU
setting tabs							I	R	
indenting		I	I	R	IU	IU	IU	IU	IU
using headers, footers & pagination								I	R
changing font styles and size		I	R	R	R	R	IU	IU	IU
cutting, copying, pasting & deleting text				I	R	R	R	IU	IU
using spell check				I	R	R	IU	IU	IU
using thesaurus								I	IU
using find & replace							I	R	R
columns							I	R	R
tables								I	R
inserting graphics			I	R	IU	IU	IU	IU	IU

write stories or poems	I	R	R	R	R	R	R	R	R
type reports					I	I	I	I	I
add entries to a bibliography								I	I

4. Will demonstrate a moral and ethical approach to the use of technology

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
demonstrates appropriate use of computers	I	R	R	R	R	R	R	R	R
demonstrates appropriate computer etiquette	I	R	R	R	R	R	R	R	R
following the QP Policy regarding technology resources	I	R	R	R	R	R	R	R	R
respecting the privacy of all users through use of security rules outlined in QP Policy	I	R	R	R	R	R	R	R	R
obeying copyright laws	I	R	R	R	R	R	R	R	R

5. Knows how to access local network and sites on the internet and uses e-mail as a means of electronic communication.

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
demonstrates appropriate use of log in names	I	R	R	R	R	R	R	R	R
demonstrates appropriate us of network printing		I	I	R	R	R	R	R	R

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
saves files to individual home directories		I	R	R	R	R	R	IU	IU
uses multiple storage drives (A:, H:, C:, S:)		I	R	R	R	R	R	IU	IU
accesses information from a directory				I	I	R	R	R	R
sending and receiving electronic mail					I	R	R	R	IU

6. Student knows how to create and use a spreadsheet as a tool to present and graph real data.

CREATING AND SAVING SPREADSHEETS

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
identifies intended use								I	R
specifies data organization								I	R
determines columns and rows								I	R
sets cell attributes								I	R
creates simple calculation formulas								I	R
enters and edits data								I	R

RETRIEVING DATA

sort data								I	R
creates charts								I	R
prints spreadsheet								I	R

EDITING DATA

inserts columns or rows								I	R
deletes columns or rows								I	R

uses fill down/across	I	R
saves updated spreadsheet	I	R
GENERATES GRAPHS FROM SPREADSHEETS		
determines and creates appropriate type of graph	I	R
incorporates graphs in word processing	I	R

7. Knows how to create and use a database as a tool for storing and accessing information

CREATING AND SAVING DATABASES

	K	1	2	3	4	5	6	7	8
identifies intended use								I	R
specifies data organization								I	R
name fields								I	R
set field attributes								I	R
enter data in a consistent form								I	R
edit data as needed								I	R

RETRIEVING DATA

sorts	I	R
searches for specific data by field	I	R
creates and prints reports	I	R

EDIT DATA

add records to a file	I	R
add fields to a record	I	R
delete records from a database file	I	R
delete a field from a record	I	R
save updated records	I	R
determine appearance of page	I	R
insert headers/footers	I	R
print report	I	R

8. Knows how to create and select an appropriate graphic and demonstrates proper use when preparing materials for real life situations.

	K	1	2	3	4	5	6	7	8
uses paint palette tools to add detail to pictures			I	R	IU	IU	IU	IU	IU
describes when various tools might be used			I	R	IU	IU	IU	IU	IU
uses pint tools to create a picture		I	R	R	IU	IU	IU	IU	IU
uses fill tool (paint bucket or brush) to add color to a picture		I	R	R	IU	IU	IU	IU	IU
uses tools to erase work		I	R	IU	IU	IU	IU	IU	IU
uses tools to create squares, rectangles and lines		I	R	R	IU	IU	IU	IU	IU
identifies the paint palette tools in an I		R	IU	IU	IU	IU	IU	IU	IU

application									
explore paint tools and their use	I	R	R	R	IU	IU	IU	IU	IU
modify a graphic pixel by pixel						I	R	IU	IU
apply strategy of moving graphic from one application to another						I	R	R	IU
rotate, flip and drag graphics and text						I	R	IU	IU
use a pint program to add details to an existing graphic					I	R	IU	IU	IU
apply strategy of moving graphic from one location to another within the document					I	R	R	IU	IU
enter text as a graphic			I	R	R	IU	IU	IU	IU
create an original picture	I	R	R	IU	IU	IU	IU	IU	IU
use marquee and lasso to move a graphic				I	R	R	IU	IU	IU
creates slides and puts them into a slideshow program						I	IU	IU	IU

9. Student knows the value of keyboarding and demonstrates its proper use.

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
find the letters of their first name on the keyboard	I	IU	IU	IU	IU	IU	IU	IU	IU
key in short words using the home row keys		I	R	IU	IU	IU	IU	IU	IU
identify the guide keys for the left and right hand		I	R	IU	IU	IU	IU	IU	IU
point out letters, numbers and commonly used keys on the keyboard when read orally		I	R	IU	IU	IU	IU	IU	IU
identify the home row keys by placing their hands on the keyboard properly			I	R	IU	IU	IU	IU	IU
model correct keyboarding posture while sitting at the computer			I	R	R	IU	IU	IU	IU
use the special keys (shift key, delete/backspace, space bar , arrow keys) when appropriate			I	R	R	IU	IU	IU	IU
use a matching game to identify symbols to their use/description				I	R	R	IU	IU	IU
key in sentences putting in the proper punctuation and proper spacing				I	R	R	IU	IU	IU
point out numbers and symbols on the keyboard when read orally				I	R	IU	IU	IU	IU
key in alphabet using proper keyboarding techniques					I	R	R	IU	IU
key in symbols when appropriate using proper technique					I	R	R	IU	IU
compose and edit a paragraph using proper keying techniques					I	R	R	IU	IU

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
use the arrow keys and proper keying techniques to make revisions on a document					I	R	R	R	IU
types 10wpm, 90 or above accuracy, using					I	R	IU	IU	IU

correct techniques								
types 15 wpm, 90 or above accuracy, using correct techniques					I	R	IU	IU
types 20 wpm, 90or above accuracy, using correct techniques						I	R	IU
types 25 wpm, 90 or above accuracy, using correct techniques							I	R

10. Demonstrates competence in using different information sources, including those of technical nature to accomplish
specific tasks.

ACCESS/RETRIEVE INFORMATION

	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
identifies a need for information		I	R	R	IU	IU	IU	IU	IU
identifies appropriate resources				I	R	R	R	IU	IU
defines search parameters				I	R	R	R	IU	IU
use of commercial database					I	R	R	IU	IU
use of student created database							I	R	R
use of internet				I	R	R	R	R	R
produce research project incorporating information retrieved from at least two different types of sources						I	R	R	IU

INFORMATION ORGANIZATION

identifies useful information from search					I	R	R	R	R
takes notes/paraphrase from search					I	R	R	R	IU
cites electronic sources for bibliography							I	R	R

INFORMATION ANALYSIS

compares information from at least two sources						I	R	R	R
identifies trends in data							I	R	R

ASSESSMENT

The majority of computer assessment is performance based. Assessment is based on the work that students do.

1. Students may be given a task to do and provided with a model or sample to show them what is expected. Each project requires the use of the computer skill currently being practiced. The finished product will then be printed and/or saved and compared to the sample for assessment.
2. Students may be asked to complete a project that uses targeted computer skills without being shown a model. All products are not expected to be alike. Student creativity is encouraged as long as the finished product is within the product guidelines

Since there are often many ways to complete a computer task, teacher observation is important. Teachers need to observe whether students are actually using the targeted skills to complete the project. For example, are students actually using the correct fingering to type?

The themes for computer projects should be taken from the student's classroom units and themes. This integration provides a unique way to extend and reinforce classroom learning.