<table>
<thead>
<tr>
<th>Unit</th>
<th>Concepts Skills</th>
<th>Suggested Activities</th>
<th>Major Assessments</th>
<th>Time Frame</th>
</tr>
</thead>
</table>
| Introduction to computer lab and the computer | • Rules of the lab  
• Handling laptop  
• Laptop transition  
• Practice using track/mouse pad  
• Headphone care  
• Troubleshooting | • Brain Pop Jr. | • Informal observations | September |
| Creating Folders | • Naming the folders  
• Locating folders  
• Saving files to folders  
• Opening and closing files | • Set up student folder  
• Save a document in folders | • Informal observations | September through October |
| Keyboard/Mouse Skills | • Letters, shift, symbols, numbers  
• Finger placement and posture  
• Learning to type  
• Short cut commands  
• Right0 | • Dance Map Typing  
• Type to learn (on the network)?  
• Word – typing  
• Freetypinggames.net | • Informal observations  
• Dance Map Game  
• Type to Learn teacher | September through June |
| Navigating | • Changing the login for the classroom  
• Identifying and understanding the desktop icons  
• Opening links, favorites, classroom homepages  
• Opening tabs, minimizing pages  
• Web browser drop down menus and toolbar | • Practice while introducing homepage and favorites  
• Teach different web browsers  
• Introduce drop down menus and toolbar while teaching lessons | • Informal observations | September – November |
| Internet Safety | • Safety | • Brain Pop Jr.  
• Net Smartz For Kids | • Informal observations of students using desktop and web programs | |
| SmartBOARD | • Rules – what to do/not to do  
• Proper Use of Pens and erasers  
• Familiarity with using the board/tools  
• Drop down menus and tools bar  
• Calibrating/Orienting  
• Operating the SmartBOARD  
• Opening files | • Integrated SmartBOARD activities with teacher made lessons | • Informal Observations | September through June |
| Microsoft Office WORD | • Drop down menus  
• Toolbar  
• Alignment  
• Fonts, colors, sizes  
• Inserting clip art  
• Creating, saving, and locating files | • Typing writing assignments | • Writing Assignments | October through June |
| Microsoft Office Power Point | • Drop down menus, toolbar  
|                            | • Fonts, colors, sizes  
|                            | • Inserting clip art  
|                            | • Creating, saving, and locating files  
|                            | • Templates  
|                            | • Backgrounds  
|                            | • Typing writing assignments  
|                            | • Project - Assignments  
|                            | January through June  
| Copyrights and Referencing | • Finding, saving pictures  
|                            | • Citing websites for pictures  
|                            | • Finding reliable sources  
|                            | • Citing web sites, finding authors, date accessed, date updated  
|                            | • Referencing without plagiarizing  
|                            | • Reference pages  
|                            | • Research Paper  
|                            | March through June  
| Printing                   | • Rules  
|                            | • Computer Consumer – reading before printing  
|                            | • Printing Specific pages  
|                            | • Troubleshooting – hitting print once, checking printer icon, printer for error message  
|                            | • Load Paper  
|                            | • Typing writing assignments practice these objectives  
|                            | • Writing Assignments  
|                            | October through June  

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