Basic Operations and Concepts	Social, Ethical and Human Issues	Technology as a Tool for Productivity					Technology as a Tool for Communications	Technology as a Tool for Research	Technology as a Tool for Problem Solving and Decision-Making
Students demonstrate a sound understanding of the nature and operation of technology systems. Students are proficient in the use of technology	Students understand the ethical, cultural, and societal issues related to technology. Students practice responsible use of technology systems, information, and software.	Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.					Students use technology to communicate, to collaborate, publish, and interact with peers, experts, and other audiences. Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.	Students use technology to locate, evaluate, and collect information from a variety of sources. Students use technology tools to process data and report results. Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.	Students use technology resources for solving problems and making informed decisions. Students employ technology in the development of strategies for solving problems in the real world.
		Word Processing	Draw & Paint	Database	Spreadsheet	Keyboarding			
Identify technology tools: computer, video camera, VCR, digital camera, scanner, T.V., CDs, DVDs. Demonstrate good control of the mouse. Use technology terminology appropriate to task. Demonstrate when a click or double click is appropriate. Can save and retrieve file from a server. Enter appropriate file name and save project files in appropriate places. Can print to a networked printer.	Demonstrate proper care and use of technological equipment and software. Recognize and respect ownership of another person's work. Help neighbor.	Use periods and question marks at the end of sentences. Space correctly after end of punctuation. Use capital letters when appropriate Delete text using the delete or backspace key. Change font, size & style appropriately. Understands function of cursor and insertion point, and word wrap. Can save and retrieve files	Expand on skills using painting & draw. Create own projects using paint brush and paint bucket. etc. and type descriptive sentences. Use line, circle, square making tools and fill with patterns, and color. Appropriate use of stamps. Demonstrate ability to move, flip, rotate, a graphic using the selection rectangle.			Use proper posture. Associate letter/number/symtol to key Reinforce right/left hand transfer skills. Learn homerow keys Use shift key for capital letters. Know location of period and comma Demonstrate use of special keys: space bar, caps lock, delete, backspace etc. Use thumb on space bar.	Students create greeting cards for various occasions (Halloween, Christmas, Thanksgiving, Valentines, etc.) Write simple thank you notes. Create projects for display (e.g., on school bulletin board and parent newsletter). Create a simple story to be shared with other students and parents. Depict understanding of story content. Record message onto a slide show. (i.e., utilized by the teacher) Teacher directed, whole group on-line activities. (e-mail, research.	Teacher guided CD and Internet lessons for the location, evaluation and collection of information on specific academic subjects being covered.	