

**Farrington-Kaiser Complex Area
Grade 2 Technology Scope and Sequence**

rev. 2/25/04

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
<p>Students demonstrate a sound understanding of the nature and operation of technology systems. Students are proficient in the use of technology</p>	<p>Students understand the ethical, cultural, and societal issues related to technology. Students practice responsible use of technology systems, information, and software.</p>	<p>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.</p>					<p>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.</p>	<p>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.</p>	<p>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.</p>
		Word Processing	Draw & Paint	Database	Spreadsheet	Keyboarding			
<p>Identify uses of technology in school, home, and community: calculator, microwave oven, video games, check-out registers, etc.</p> <p>Explain what a hard drive is used for and how it works.</p> <p>Use basic keyboard shortcuts.</p> <p>Move, resize and change the view of a window using a mouse.</p> <p>Open and navigate between multiple documents</p> <p>Responsibly use and care for a CD</p>	<p>Demonstrate proper care and use of technological equipment and software.</p> <p>Recognize and respect ownership of another person's work.</p> <p>Work cooperatively to complete assignments.</p>	<p>Space correctly after punctuations: period, question mark, comma, colon and semicolon.</p> <p>Choose appropriate font, size, and style.</p> <p>Understand function of word wrap.</p> <p>Use "Tab" to indent.</p> <p>Use spell check to edit document</p>	<p>Introduce ClarisWorks drawing and painting tools</p> <p>Demonstrate use of the selection rectangle and lasso tools to move graphics. Know what each can and cannot do.</p> <p>Demonstrate use of the zoom-in and zoom-out tools.</p> <p>Able to duplicate objects.</p> <p>Able to change the size or shape of an object using the edge handles.</p>	<p>As a whole group activity organize data in to groups.</p>	<p>Collect data and complete simple spreadsheet.</p> <p>Create graph that represents the data on the spreadsheet.</p>	<p>Use home row keys.</p> <p>Know location of punctuation keys: apostrophe, question mark, etc.</p> <p>Use two hands for input maintaining fairly accurate left and right side use.</p> <p>Use the shift, caps lock, tab, arrow and return keys.</p>	<p>Use word processing program to publish classwork and projects.</p> <p>Use drawing and painting programs to enhance text documents and to create flyers, posters, display boards, etc.</p> <p>Create projects for display (e.g., school bulletin boards and parent newsletter).</p> <p>Use communication tools to participate in group projects: e-mail, electronic postcards, ask an expert, etc.</p>	<p>Recognize the usefulness of telecommunication devices such as radio, TV, e-mail, Internet for gathering information.</p> <p>Teacher guided CD and Internet lessons for the location, evaluation and collection of information on specific academic subjects being covered.</p>	<p>Use commercial software in various curriculum areas to reinforce and expand problem solving strategies learned in the classroom.</p>