



Brookfield Academy

Computer Class Curriculum

Grades - 1:

- Identify major hardware components (CPU/computer, monitor, keyboard, mouse, printer, disk drives).
- Recognize and utilize buttons and icons used to operate programs and peripherals (print, save, undo).
- Use and control scroll bars to navigate on a page.
- Demonstrate proper care of computer hardware, software, peripherals, and media.
- Troubleshoot common system problems (close program, reboot, check connections)
- Sit appropriately and use both hands to type words, phrases, and sentences.
- Identify appropriate use of applications (word processor, spreadsheet, multimedia presentation tools and resources).
- Use the mouse to open and close an application, make a choice, or activate a link.
- Use basic commands to save, open files, print preview, select a printer, and print files.
- Demonstrate appropriate computer and peripheral operations (startup and shut down).
- Describe and/or demonstrate how to connect and use scanners, digital probes, digital cameras, and video projectors.
- Use the keyboard to type letters and numbers.

- Sit appropriately and use both hands to type words, phrases, and sentences.
- Use appropriate technology vocabulary (hardware, software, Internet, navigation)
- Use standard input and output devices to successfully operate computers and related technologies.
- Use a computer for both directed and independent learning activities.
- Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, online encyclopedias) to support learning.
- Work cooperatively and collaboratively with peers, teachers, and others when using technology.
- Demonstrate positive social and ethical behaviors when using technology.
- Practice responsible use of technology systems and software.
- Create developmentally appropriate multimedia products with support from teachers, family members, or student partners.
- Use technology resources (e.g., puzzles, logical thinking programs, writing tools, digital cameras, drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories.
- Understand how 0s and 1s can be used to represent information, such as digital images and numbers.
- Have Fun!



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Grades 2 – 3:

- Identify major hardware components (CPU/computer, monitor, keyboard, mouse, printer, disk drives).
- Recognize and utilize buttons and icons used to operate programs and peripherals (print, save, undo).
- Use and control scroll bars to navigate on a page.
- Demonstrate proper care of computer hardware, software, peripherals, and media.
- Troubleshoot common system problems (close program, reboot, check connections) Sit appropriately and use both hands to type words, phrases, and sentences.
- Identify appropriate use of applications (word processor, spreadsheet, multimedia presentation tools and resources).
- Use the mouse to open and close an application, make a choice, or activate a link.
- Use basic commands to print preview, select a printer, and print files.
- Use basic commands to save, locate, and open files/folders from local and external storage devices
- Demonstrate appropriate computer and peripheral operations (startup and shut down).

- Describe and/or demonstrate how to connect and use scanners, digital cameras, and video projectors.
- Be comfortable using keyboards and other input and output devices, and reach an appropriate level of proficiency using the keyboard with correct fingering.
- Sit appropriately and use both hands to type words, phrases, and sentences.
- Use appropriate technology vocabulary (hardware, software, Internet, navigation)
- Use a computer for both directed and independent learning activities.
- Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encyclopedias) to support learning.
- Work cooperatively and collaboratively with peers, teachers, and others when using technology.
- Demonstrate positive social and ethical behaviors when using technology.
- Practice responsible use of technology systems and software.
- Create developmentally appropriate multimedia products with support from teachers, family members, or student partners.
- Use technology resources (e.g., puzzles, logical thinking programs, writing tools, and digital cameras, drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories.
- Understand how 0s and 1s can be used to represent information, such as digital images and numbers.
- Describe the benefits of using technology to communicate and/or collaborate with the world (school, community, world)
- Identify advantages of using technology to increase productivity (ATM, calculator, online shopping, research)

- Use word processor/graphic organizer to create, print, and publish a variety of writing types (reports, letters, poems, etc.)
- Use standard formatting toolbars - font, size, color, style- cut, copy, paste, objects and/or text, spell check.
- Use templates for newsletters, catalogues, flyers, etc.
- Use a digital camera to take, use, and manipulate digital images.
- In a spreadsheet, locate a cell by row and column, format spreadsheet, enter data, format cells - borders and shading. In a spreadsheet, perform simple calculations.
- Produce a project with assistance using appropriate technology tools (pictures, charts, slide shows, videos)
- Produce with other students a project using appropriate technology tools (pictures, charts, slideshows, videos)
- Identify appropriate technology resources to plan/design a project: pictures, reports, charts, slideshow, newspaper, flyers.
- Use standard formatting toolbars - thesaurus, dictionary.
- Create a single/multiple slide presentation using text and graphics, utilize slide transitions, animations, and sound.
- Learn how to do Animation and create a projects.
- Identify file formats (.bmp, .jpg, .gif, .doc, .pdf, .html, .ppt, .zip, .mp3, .avi, .mpg, .ect..)
- Recognize and identify ways that people use computers to work, learn, communicate, and play.
- Identify advantages and disadvantages of use of technology.
- Identify advantages and disadvantages technology provides in different cultures.
- Explain the impact of technology on current and future career opportunities.

- Discuss basic issues related to responsible use of technology and information, and describe personal consequences of inappropriate use.
- Determine which technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.
- Have Fun!



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Grades 4 – 5:

- Identify major hardware components (CPU/computer, monitor, keyboard, mouse, printer, disk drives).
- Recognize and utilize buttons and icons used to operate programs and peripherals (print, save, undo).
- Use and control scroll bars to navigate on a page.
- Demonstrate proper care of computer hardware, software, peripherals, and media.
- Identify appropriate use of applications (word processor, spreadsheet, multimedia presentation tools and resources).
- Use the mouse to open and close an application, make a choice, or activate a link.
- Use basic commands to print preview, select a printer, and print files.

- Use basic commands to save, locate, and open files/folders from local and external storage devices
- Demonstrate appropriate computer and peripheral operations (startup and shut down).
- Describe and/or demonstrate how to connect and use scanners, digital cameras, and video projectors.
- Be comfortable using keyboards and other input and output devices, and reach an appropriate level of proficiency using the keyboard with correct fingering.
- Sit appropriately and use both hands to type words, phrases, and sentences.
- Use appropriate technology vocabulary (hardware, software, Internet, navigation)
- Use a computer for both directed and independent learning activities.
- Use developmentally appropriate multimedia resources (e.g., interactive books, educational software, elementary multimedia encyclopedias) to support learning.
- Work cooperatively and collaboratively with peers, teachers, and others when using technology.
- Demonstrate positive social and ethical behaviors when using technology.
- Practice responsible use of technology systems and software.
- Create developmentally appropriate multimedia products with support from teachers, family members, or student partners.
- Use technology resources (e.g., puzzles, logical thinking programs, writing tools, and digital cameras, drawing tools) for problem solving, communication, and illustration of thoughts, ideas, and stories.
- Understand how 0s and 1s can be used to represent information, such as digital images and numbers.

- Describe the benefits of using technology to communicate and/or collaborate with the world (school, community, world)
- Identify advantages of using technology to increase productivity (ATM, calculator, online shopping, research)
- Use word processor/graphic organizer to create, print, and publish a variety of writing types (reports, letters, poems, etc.)
- Use standard formatting toolbars - font, size, color, style- cut, copy, paste, objects and/or text, spell check.
- Use templates for newsletters, catalogues, flyers, etc.
- Use a digital camera to take, use, and manipulate digital images.
- In a spreadsheet, locate a cell by row and column, format spreadsheet, enter data, format cells - borders and shading. In a spreadsheet, perform simple calculations.
- Use video to tell stories, record events, and/or deliver information.
- Produce a project with assistance using appropriate technology tools (pictures, charts, slide shows, videos)
- Produce with other students a project using appropriate technology tools (pictures, charts, slideshows, and videos)
- Identify appropriate technology resources to plan/design a project: pictures, reports, charts, slideshow, newspaper, flyers. Use standard formatting toolbars - thesaurus, dictionary.
- Create a single/multiple slide presentation using text and graphics, utilize slide transitions, animations, and sound.
- Identify file formats (.bmp, .jpg, .gif, .doc, .pdf, .html, .ppt, .zip, .mp3, .avi, .mpg, .ect...)
- Recognize and identify ways that people use computers to work, learn, communicate, and play.

- Identify advantages and disadvantages of use of technology.
- Identify advantages and disadvantages technology provides in different cultures.
- Explain the impact of technology on current and future career opportunities.
- Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.
- Use general-purpose productivity tools and peripherals to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum.
- Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners) for individual and collaborative writing, communication, and publishing activities to create presentations for audiences inside and outside the classroom.
- Learn how to do code programming and create projects.
- Learn how to do web design and create websites.
- Use telecommunications efficiently to access remote information, communicate with others in support of direct and independent learning, and pursue personal interests.
- Evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias that occur in electronic information sources.
- Have a basic understanding on computer security (computer virus, malware)
- Discuss basic issues related to responsible use of technology and information, and describe personal consequences of inappropriate use.
- Use online resources (e.g., e-mail, online discussions, Web environments) to participate in collaborative problem-solving activities for the purpose of developing solutions or products for audiences inside and outside the classroom.

- Determine which technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems.
- Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
- Demonstrate knowledge of current changes in information technologies and the effects those changes have on the workplace and society.
- Exhibit legal and ethical behaviors when using information and technology and discuss consequences of misuse.
- Have Fun!