



MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey
CURRICULUM

Computers Grade 1

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Grade 1 Computers

Course Description:

Grade 1 Computers is the first true exposure to computers in an academic setting for the students. The primary focus of the course is to familiarize students with word processing, keyboarding and basic computer terminology. The course will include a brief computer history as well as computer vocabulary. Students will be expected to easily navigate the computer using the keyboard and the mouse at the conclusion of the course. An introduction to Microsoft Word is an important piece of this course and will be a building block for their future computer courses. Students will learn some of the basic formatting techniques and will take some of the projects from their classrooms and type them using word processing program. Time will be spent introducing how to use the Internet in a safe and efficient manner. Students will learn how to navigate to a specific website as well as follow links within a web page. By the end of this course students should feel comfortable using the computers, keyboarding, and using the basic functions of a word processing program.

Suggested Course Sequence

Unit 1: *Introduction to Computers*: 13 weeks

Unit 2: *Keyboarding and Intro to Word Processing*: 13 weeks

Unit 3: *Word Processing and Intro to Internet*: 13 weeks

Pre-Requisite: None

Unit Overview

Content Area:	Computers Grade 1
Unit Title:	Intro to Computers (Unit 1)
Target Course/Grade Level:	Grade 1
Unit Summary: This is an introductory course and will focus mainly on computer basics and keyboarding. The use of the keyboard and mouse will be introduced, and important basic computer vocabulary and features will also be introduced. Teaching students how to log in, use the mouse, open programs, and become familiar with the keyboard will be the primary focus for the 1st trimester.	
21st century themes:	Technology, Information and Communication Technologies Literacy, Global Awareness

Learning Targets

Standards	
8.1 Educational Technology All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively to create and communicate knowledge.	
CPI#	Cumulative Progress Indicator (CPI)
8.1.2.A.1	Identify the basic features of a computer and explain how to use them effectively
8.1.2.A.2	Use technology terms in daily practice
8.1.2.A.4	Create a document with text using a word processing program
8.1.4.A.1	Demonstrate effective input of text and data using an input device
Unit Essential Questions	
How can we use the computer to help us with our school work?	Unit Enduring Understandings Computers are useful tools to help with communicating, researching and publishing

Unit Learning Targets Students will... <ul style="list-style-type: none"> · Identify basic icons on the desktop · Use computer terminology in daily practice · Navigate a screen utilizing the mouse · Identify basic components of a computer and its accessories · Become familiar with home row and “power keys” on keyboard (Enter, Shift, Space, Delete, etc.) · Type their name and spelling words in Microsoft Word · Use shift key to make capital letters
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Evidence of Learning

Summative Assessment (X days)

Equipment Needed:	Keyboarding Program, Microsoft Word, Faronics Insight, Internet Access
Teacher Resources:	Type to Learn Jr., Labeled Computer diagrams, Discovery Streaming, Keyboard printouts, Vocabulary lists with pictures

Formative Assessments	
· Teacher Observation	·
· Computer skills checklist	·
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Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Introduction	1 period
2	Computer parts and terminology	1 period
3	Keyboard Introduction	2 periods
4	Keyboarding and Navigating with mouse	2 periods
5	Keyboarding and vocabulary	2 periods
6	Power keys and capital letters	1 period
7	Keyboarding and Word Introduction	3 periods
8	Word Practice	1 period

Teacher Notes:

Curriculum Development Resources
 Click links below to access additional resources used to design this unit:
<http://www.state.nj.us/education/cccs/standards/8/8.pdf>

Unit Overview

Content Area:	Computers Grade 1
Unit Title:	Keyboarding and Intro to Word Processing (Unit 2)
Target Course/Grade Level:	Grade 1
Unit Summary: This is an introductory course and will focus mainly on computer basics and keyboarding. As students progress, they will learn more keys on the keyboard and eventually move on to typing in a word processing program such as Word and using some of its basic features. This will help them to put their keyboarding skills in to practice.	
21st century themes:	Technology, Information and Communication Technologies Literacy, Global Awareness

Learning Targets

Standards	
8.1 Educational Technology	
All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively to create and communicate knowledge.	
CPI#	Cumulative Progress Indicator (CPI)
8.1.2.A.1	Identify the basic features of a computer and explain how to use them effectively
8.1.2.A.2	Use technology terms in daily practice
8.1.2.A.4	Create a document with text using a word processing program

Unit Essential Questions	Unit Enduring Understandings
<ul style="list-style-type: none"> How can we use computer programs to create engaging projects for school? 	<ul style="list-style-type: none"> Keyboarding and word processing skills can help us to complete neat and well organized projects.

Unit Learning Targets
Students will...
<ul style="list-style-type: none"> Demonstrate proper keyboarding techniques Highlight text with a mouse Use exclamation point and question mark Use tab and center key Create a document with text formatting and graphics Change font size, style, color

Evidence of Learning

Summative Assessment (X days)

Equipment Needed: Keyboarding Program, Microsoft Word, Faronics Insight, Internet Access

Teacher Resources: Type to Learn Jr., Microsoft Word direction sheets, Keyboarding websites accessible from class website, ex. <http://www.bbc.co.uk/schools/typing/>
http://www.learninggamesforkids.com/keyboarding_games.html

Formative Assessments

- Word Document
- Self Assessment skills checklist
- Computer Vocabulary Matching Quiz

Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Word Basics and Practice	3 periods
2	Keyboarding practice	2 periods
3	Keyboarding Practice Websites demo and experience	2 periods
4	Word Project	6 periods

Teacher Notes:

Curriculum Development Resources

Click links below to access additional resources used to design this unit:

<http://www.state.nj.us/education/cccs/standards/8/8.pdf>

Unit Overview

Content Area:	Computers Grade 1
Unit Title:	Word Processing and Intro to Internet (Unit 3)
Target Course/Grade Level:	Grade 1

Unit Summary:
 As the students become more comfortable with the computer they will be able to explore a bit more in-depth. They will continue practicing their keyboarding skills and learn more keys as the year progresses. In the word processing program they will begin to play with the formatting features and a few other basic functions. A brief introduction to the Internet and how to navigate around it will round out the year.

21st century themes:	Technology, Global Awareness, Information and Communication Technologies Literacy, Information Literacy
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Learning Targets

Standards
8.1 Educational Technology
 All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively to create and communicate knowledge.

CPI#	Cumulative Progress Indicator (CPI)
8.1.2.A.1	Identify the basic features of a computer and explain how to use them effectively
8.1.2.A.2	Use technology terms in daily practice
8.1.2.A.4	Create a document with text using a word processing program
8.1.2.A.5	Demonstrate the ability to navigate in developmentally appropriate virtual environments
8.1.2.B.1	Illustrate and communicate original ideas and stories using digital tools
8.2.2.A.1	Describe how technology's products, systems and resources are useful tools at school, home, and work

Unit Essential Questions	Unit Enduring Understandings
<ul style="list-style-type: none"> How can technology be used to communicate effectively? 	<ul style="list-style-type: none"> Technology skills help us share our ideas and communicate our thoughts with others

Unit Learning Targets
 Students will...

- Navigate to specific websites
- Follow hyperlinks to navigate within the Internet
- Gain a basic understanding of digital citizenship and appropriate use of the Internet
- Communicate original ideas using a program such as Word
- Center, bold, and underline text
- Insert Clip Art
- Save work to a folder and print a Word document independently

Evidence of Learning

Summative Assessment (X days)

Equipment Needed: Keyboarding Program, Microsoft Word, Faronics Insight, Internet Access

Teacher Resources: Computer Lab Website, Microsoft Word, Vocabulary Sheets, Type To Learn Jr., Free Keyboarding Games Websites, Printing and Saving Direction sheets

Formative Assessments

- Teacher Evaluation
- Skills Checklist
- Word Project

Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Intro to Internet	2 periods
2	Internet Vocabulary	2 periods
3	Internet Safety	2 periods
4	Keyboarding and Word Project	5 periods
5	Saving and printing in Word	1 period
6	Year end summary and review	2 periods

Teacher Notes:

Curriculum Development Resources

Click links below to access additional resources used to design this unit:

<http://www.state.nj.us/education/cccs/standards/8/8.pdf>