

**TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS
COMPUTER LITERACY CURRICULUM
GRADE 1**

SKILL AREA	STUDENT OBJECTIVE	EXAMPLE/ACTIVITIES	RESOURCE/MATERIALS	ASSESSMENT	NJ CORE CURRICULUM STANDARD	WORKPLACE READINESS STANDARD
<u>COMPUTER LITERACY</u>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • identify the following computer components: <ol style="list-style-type: none"> 1) CPU 2) Monitor 3) Keyboard 4) Mouse 5) Printer 6) Floppy Disk 7) Disk Drive 8) CD 9) CD ROM 10) Various Computer Terminologies 	<ul style="list-style-type: none"> • Teacher demonstration and class discussion to review computer components learned in Kindergarten, #1-5, and to introduce #6-10: <ol style="list-style-type: none"> 1) CPU 2) Monitor 3) Keyboard 4) Mouse 5) Printer 6) <u>Floppy Disk</u> - A thin square inexpensive unit that provides the user with removable memory sources. 7) <u>Disk Drive</u> - The component of the computer which provides the user with a large, fast memory source. Disk Drives are usually part of the computer and are not removable. 8) <u>CD</u> - Thin circular disks, similar to audio CDs in size, which provide the user with a very large memory source. 9) <u>CD ROM</u> - The component of the computer which reads the information from the CD. 	<ul style="list-style-type: none"> • Teacher-made Worksheets • “The Book of Personal Computers” by Kazunas (001.16 KAZ) • “What is a Computer” by Jim Drake 	<ul style="list-style-type: none"> • Oral Quiz • Teacher Observation 		<p>8.4-A1 8.6-A1</p>

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<u>KEY-BOARDING</u>	Students will be able to: <ul style="list-style-type: none"> • demonstrate correct keyboarding posture. 	<ul style="list-style-type: none"> • Teacher Demonstration • Class Discussion • Students will demonstrate correct keyboarding posture by practicing the following: <ol style="list-style-type: none"> 13) Sitting up with their back straight. 14) Sitting directly in front of the keyboard with the center of the body in front of the "h" key. 15) Sitting well back in the chair. 16) Adjusting their position so that elbows fall naturally in front of the sides of the body and so that curved fingers easily reach the second row of keys. 17) Putting both feet flat on the floor. 	<ul style="list-style-type: none"> • Computer or Keyboarding Device • Correct size desk or computer table • Correct size student chair 	<ul style="list-style-type: none"> • Teacher Observation 		8.4-A1 8.6-A1

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<u>KEY-BOARDING</u>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • type letters on the home row (a, s, d, f, g, h, j, k, l) using the correct fingering. • type their first and last names, and use the space bar and shift key. 	<ul style="list-style-type: none"> • Class Discussion • Teacher Demonstration • Given index cards with words containing home row letters (as, add, dad, has, half, fall, hall, had, sad, lad, lag, gal), students will type using a keyboarding device or word processing program. • Teacher Demonstration • Students will practice skills on a software program, such as Kid Keys. • Given Keyboard worksheets, students will color the letter keys they will use when typing their names. • Teacher Demonstration 	<ul style="list-style-type: none"> • Computer or Keyboarding Device • Teacher-made Worksheets • Software typing programs such as Kid Keys • Computer or Keyboarding Device • Teacher-made Worksheets • Software typing program, such as Kid Keys 	<ul style="list-style-type: none"> • Teacher Observation • Assessment included in typing software program • Teacher Observation • Assessment included in typing software program • Oral Quiz • Teacher Observation 		<p>8.4-A1, 2 8.6-A1</p> <p>8.4-A1, 2 8.4-D2 8.6-A1</p> <p>8.4-A1, 2 8.6-A1</p>
<u>WORD PROCESSING</u>	<ul style="list-style-type: none"> • identify basic word processing terms. 	<ul style="list-style-type: none"> • Teacher Demonstration • Class Discussion 	<ul style="list-style-type: none"> • Computer • Teacher-made Worksheets 	<ul style="list-style-type: none"> • Teacher Observation 		<p>8.4-A1, 2 8.6-A1</p>

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<p><u>WORD PROCESSING</u> (continued)</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • utilize a word processor to create, edit, and publish their work. 	<ul style="list-style-type: none"> • Students will learn about the following basic word processing terms: <ul style="list-style-type: none"> 18) <u>File</u> - easily accessed areas of the computer where information is stored. 19) <u>Print</u> - to make a hard copy of the information on the screen. 20) <u>Edit</u> - to make changes using backspace, undo or delete. 21) <u>Font</u> - the shape of a group of letters or numbers. <ul style="list-style-type: none"> 1) <u>Boldface</u> - wider and darker 2) <u>Italic</u> - slanting letters and numbers • Teacher Demonstration • Class Discussion • Student Assignment 	<ul style="list-style-type: none"> • Computer • Teacher-made Worksheets • Software Program such as KidWorks Deluxe 	<ul style="list-style-type: none"> • Oral Quiz • Teacher Observation • Final Projects 	<p>3.2-A17</p>	<p>8.4-A2 8.4-D2 8.6-A1</p>

