

**RIDGECROFT SCHOOL
K-5 COMPUTER/TECHNOLOGY**

PACING GUIDE

	GRADE K-2 ACTIVITIES AND OBJECTIVES	GRADE 3-5 ACTIVITIES AND OBJECTIVES
FIRST GRADING PERIOD	Keyboard utilization/Word Processing/Desktop Publishing	Keyboard utilization/Word Processing/Desktop Publishing
SECOND GRADING PERIOD	Keyboard utilization/Word Processing/Desktop Publishing	Keyboard utilization/Word Processing/Desktop Publishing
THIRD GRADING PERIOD	Telecommunication/Internet	Multimedia Presentations
FOURTH GRADING PERIOD	Spreadsheet/Multimedia Presentations	Spreadsheet
FIFTH GRADING PERIOD	Multimedia Presentations/Database	Multimedia Presentations/Database
SIXTH GRADING PERIOD	Societal Issues	Societal Issues

FOCUS AREAS FOR GRADES K-5-COMPUTER/TECHNOLOGY SKILLS

GRADE K	GRADE 1	GRADE 2
<p>FOCUS AREAS</p> <ul style="list-style-type: none"> • Parts of the computer and how to operate • Keyboard familiarity • Grouping and sequencing • Respect for the work of others • Responsible care of resources • Exploring multimedia • Observing online resources 	<p>FOCUS AREAS</p> <ul style="list-style-type: none"> • Respecting computer work of others • Using technology at home and school • Gathering, organizing, and displaying data • Using word processing • Exploring multimedia • Responsible care of resources • Observing online resources 	<p>FOCUS AREAS</p> <ul style="list-style-type: none"> • Using technology in the community • Respecting the computer work of others • Observing online resource • Using electronic database to locate information • Responsible care of resources • Building word processing skills • Collecting, sorting, and displaying data • Exploring multimedia tools • Using drawing tools
GRADE 3	GRADE 4	GRADE 5
<p>FOCUS AREAS</p> <ul style="list-style-type: none"> • Awareness of Copyright Law • Responsible and safe use of resources • Exploring information technologies • Building word processing techniques • Using multimedia tools • Exploring spreadsheets 	<p>FOCUS AREAS</p> <ul style="list-style-type: none"> • Using databases • Using spreadsheets • Responsible and safe use of online resources • Locating information on the Internet • Evaluating information found through telecommunications • Developing word processing documents • Exploring e-mail • Identifying ways technology has changed North Carolina 	<p>FOCUS AREAS</p> <ul style="list-style-type: none"> • Using search strategies • Responsible and safe use of online resources • Awareness of Copyright and Fair Use Guidelines • Exploring the need for protection against viruses and vandalism • Participating in curriculum-based telecommunication projects • Developing word processing document using proper keyboarding techniques • Developing multimedia presentation citing sources • Developing a product using a database • Evaluating resources and information for accuracy and usefulness • Selecting and using a variety of technology tools

STANDARD COURSE OF STUDY FOR COMPUTER/TECHNOLOGY SKILLS (hotlink)

GRADES K-2	GRADES 3-5
-------------------	-------------------