

**Wilson Area School District  
Planned Course Guide**

**Title of planned course:** Technology

**Subject Area:**

**Grade Level:** 2

**Course Description:** Students will learn the basics of computer operations, concepts, applications, and on-line safety.

**Time/Credit for this Course:** 30 minutes per week

**Curriculum Writing Committee:**

## Curriculum Scope and Sequence

**Planned Course:** Technology

**Unit:** Basic Computer Operations and Concepts

**Time Frame:** 10 weeks

**State Standards:** 3.7.4.C

**Essential content/objectives:** At the end of the unit, students will be able to do the following:

- Identify major parts of the computer: mouse, keyboard, monitor, CPU, printer, floppy drive, floppy disk, CD-rom drive, CD-rom disk
- Access computer lab folder with assistance
- Locate and use all keys on the keyboard with emphasis on the home row keys
- Use shift key to capitalize and type relevant characters
- Use a mouse correctly to navigate, open and close folders and/or programs; and access selected approved internet sites
- Start and shut down the computer with assistance
- Demonstrate proper use of computer equipment
- Use both horizontal and vertical scroll bars
- Minimize and maximize windows

**Core Activities:** Students may complete/participate in the following:

- Hands-on demonstration in lab or with posters show computer parts, turning on and off, sitting with correct posture and hand placement, show use of two or more windows, use of scroll bars
- Open saved documents – example stories, poems, reports
- Following teacher directions to click on this, click on that (desktop icons, to open files, open and close windows
- Ribbon divider – place between keys to show left and right hand placement
- Type activities - practice first and last name, spelling words, vocabulary words, numbers, word wall words, word families, simple sentences, stories, poems
- Punctuation activities- teacher posts mixed up sentences in student folders and children must edit to make capitals and correct punctuation

**Instruction Methods:** Demonstration, typing, activities, direct instruction

**Materials & Resources:** Appendix

**Assessments:** Teacher created assessments and observations

## Curriculum Scope and Sequence

**Planned Course:** Technology

**Unit:** Computer Applications

**Time Frame:** 15 weeks

**State Standards:** 3.7.4.D

**Essential content/objectives:** At the end of the unit, students will be able to do the following:

- Use word processing program to input/edit text and images
- Perform basic editing: select text, change font, etc.
- Use appropriate punctuation marks in text writing
- Utilize basic drawing tools and clip art
- Access and modify a saved document with assistance
- Use software programs appropriate to the grade level curriculum
- Access and use multimedia presentation software to view sample slide show
- Access and use multimedia presentation software to create a slide or card

**Core Activities:** Students may complete/participate in the following:

- Editing activities – practice changing size of letters, fonts, colors, etc. when typing first and last name, spelling words, vocabulary words, numbers, word wall words, word families; type simple sentences, stories, poems, reports, friendly letters, thank you notes, newsletters, lost and found ads; make lists; type a play; create a menu or brochure, book reports, etc.
- Inserting clip art and images – use hands on, step by step directions to model insertion of pictures / clip art into a writing activity, book, brochure, etc. Teacher store pictures into their folders for student to copy and input
- Punctuation activities – teacher posts mixed up sentences in student folders and children must edit to make capitals and correct punctuation
- Graphic Organizer – open a drawing program to make Venn diagrams, KWL charts, word webs, story webs, illustrate stories by drawing a picture
- Fractions and build characters using a drawing program
- Following teacher directions – click on this, click on that (desktop icons or menu bar pull down to modify, save and print a document
- Software – use age level software to write stories, practice skills
- Hands-on demonstration – show PowerPoint or some other version of a slideshow. They should be able to click on and use buttons/arrows to get to the next screen. Step by step directions to create their own card. (Possibly make a classroom book. Each child does their own page.)

**Instruction Methods:** Graphic organizer, demonstration, student activities

**Materials & Resources:** Appendix

**Assessments:** Teacher created assessments and observations

## Curriculum Scope and Sequence

**Planned Course:** Technology

**Unit:** Internet Applications and Safety

**Time Frame:** 10 weeks

**State Standards:** 3.7.4.E

**Essential content/objectives:** At the end of the unit, students will be able to do the following:

- Participate in teacher demonstrated internet applications using approved bookmarks or hyperlinks
- Recognize and use internet safety rules
- Develop an understanding of correct behavior in cyberspace
- Perform basic searches with assistance (Electronic encyclopedia and on-line searches)

**Core Activities:** Students may complete/participate in the following:

- Hands-on demonstration – show internet navigation, where to type addresses, click here to pen a game, how to find search engines etc.
- Following teacher directions –click on this, click on that (desktop icons, pull down menus to access bookmarks)
- View books, movies, author websites, online games and activities
- iSafe questionnaire
- Create a poster or bulletin board to reinforce acceptable use strategies
- Type up classroom pledge for school internet usage
- Review FBI internet safety tips
- Demonstrate search engines – find a topic for a report, find an author website, etc.

**Instruction Methods:** Demonstration and student activities

**Materials & Resources:** Appendix

**Assessments:** Teacher created assessments and observations