

**Trinity Area School District**

<b>Course:</b> Elementary Technology <b>Grade:</b> 2 <sup>nd</sup>	<b>Overview of Course:</b> Elementary technology in Second Grade expands upon skills learned previously. The course reviews navigating the desktop and internet, using software applications, and being safe online. Students are introduced to netiquette and to using more advanced formatting in Microsoft Word. The emphasis is on using ergonomically correct touch typing and effectively using Microsoft Word to create written documents and incorporate relevant graphics.
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**Overarching Big Ideas, Enduring Understandings, and Essential Questions**

Big Idea	Standard(s) Addressed	Enduring Understanding(s)	Essential Question(s)
Digital Citizenship	<p>15.4.2.B Demonstrate responsible use of technology and equipment.</p> <p>15.3.2.T With prompting and support, answer questions related to digital citizenship.</p> <p>15.3.2.M With prompting and support, demonstrate proper etiquette while using technology.</p>	<p>It is important to be responsible when handling technology equipment and when using software and applications.</p> <p>Being safe online is essential and includes safeguarding your private information.</p>	<p>How do you use computer equipment properly?</p> <p>How do you responsibly use computer programs?</p> <p>What things should you do to stay safe online?</p> <p>What is private information and what steps can you take to keep it safe?</p>
Equipment	<p>15.4.2.C With prompting and support, identify peripheral devices of computer system including input and output devices.</p> <p>15.4.2.D Demonstrate the correct use of simple input technologies (e.g., mouse, touch screen, microphone, etc.).</p> <p>CC.1.4.2.U With guidance and support use a variety of digital tools to produce and publish writing including in collaboration with peers.</p>	<p>To input data, one can use the keyboard.</p> <p>There is an ergonomically correct way to touch type.</p> <p>In order to effectively use a computer, you must understand the basic layout and functions.</p> <p>Computers have peripheral devices to aide in input and output.</p> <p>A computer is made up of parts that work together.</p>	<p><i>Can you find the location of letters and special characters using proper hand placement?</i></p> <p>What are the benefits of using the keyboard and mouse in an ergonomically correct way?</p> <p>What are the steps in printing a document?</p> <p>What are some devices used for input? For output?</p> <p>How do the parts of a computer work together?</p>

**Big Ideas, Enduring Understandings, and Essential Questions Per Unit of Study**

<b>Title of Unit</b>	<b>Big Idea(s)</b>	<b>Standard(s) Addressed</b>	<b>Enduring Understanding(s)</b>	<b>Essential Question(s)</b>
Internet Navigation	Interactions	15.6.2.L With help and support, use web browser to locate content specific websites.	All internet browsers share similar features.  Using a search engine allows you to find specific information on the internet.	<i>How do you use the browser icons?</i>  What is a search engine and what are ways to use it?
Desktop Skills	Security  Systems  Patterns	15.4.2.B Demonstrate responsible use of technology and equipment.  15.4.2.D Demonstrate the correct use of simple input technologies (e.g., mouse, touch screen, microphone, etc.).	Files are easily accessed when saved and opened correctly.  A mouse can be used to input different commands by left, double, and/or right clicking.	What are ways to save or open a file from your H drive?  When would it be better to use save vs. save as?  In what circumstances would you use the various types of mouse clicking?
Word Processing	Perspective  Expression  Communication	15.4.2.G With help and support, select and use various software/applications for an intended purpose.  CC.1.4.2.U With guidance and support, use a variety of digital tools to produce and publish writing including in collaboration with peers.  CC.1.4.2.F Demonstrate a grade appropriate command of the conventions of standard English grammar and spelling.	You can change the appearance of a document by formatting the font.  Microsoft Word automatically wraps text as the user types.  Formal typed documents follow certain conventions.  Microsoft Word automatically draws attention to spelling and grammar mistakes.	What are ways to change what the font looks like both before and/or after typing (color, size, style)?  <i>What is text wrapping?</i>  <i>What is the proper way to use spacing in a document?</i>  <i>When should you use shift vs. caps lock?</i>  <i>How can you tell that you've made a spelling or grammar mistake?</i>  What are ways to use spelling/grammar check to make corrections to your document?

Title of Unit	Big Idea(s)	Standard(s) Addressed	Enduring Understanding(s)	Essential Question(s)
Digital Design: PowerPoint	Discovery  Creativity  Patterns	15.4.2.G With help and support, select and use various software/applications for an intended purpose.	All Microsoft programs share similar icons to perform tasks.  People can share information through visual presentations.	<p><i>How do you use the program icons?</i></p> <p><i>How is moving through the slides when making a project different than during a presentation?</i></p> <p>How do you create a presentation with text, graphics, slide transitions, and animations?</p> <p>What are ways to search for and manipulate clipart?</p> <p>How are the icons in Microsoft PowerPoint similar to those found in other Microsoft products?</p>