



Trinity Episcopal School

Galveston, Texas

Computer/Technology

Overview

Computer technology practically defines the age in which we live. By acting as an **extension of the mind**, computers have greatly increased human productivity and allow people to express themselves in ways unheard of in previous generations. Our program of computer studies extends the minds of our students by giving them **access to information**, helping them to **store, organize, and recall data**, allowing them to **express themselves in effective ways**, as well as encouraging them **to think creatively**. For our students, Computer/Technology is viewed in a supporting role of other academic and enrichment subjects. At various levels, what is learned in Computer/Technology is tied together in **cross curricular projects** that help to reinforce previously learned skills and build the confidence of student presenters.

Student Objectives

Begins:

Foundations:	
Develop basic technology vocabulary	2nd
Perform basic operating system functions (i.e., file management)	2nd
Demonstrate mouse control (i.e., selecting, creating insertion points, revealing contextual menus, etc)	2nd
Show keyboarding proficiency	2nd
Internet	
Research subjects using trustworthy sites	3rd
Save and use data from the Internet in appropriate ways	3rd
Practice Internet safety	2nd
Word Processing	
Format basic aspects of documents (letters, paragraphs, pages, tables, etc)	3rd
Use templates to create common types of documents	3rd

Spreadsheets	
Enter and format data	4th
Include formulas to manipulate data	5th
Format cells	4th
Graph and chart data	5th
Presentations	
Create and present products and projects	2nd
Perform basic image processing and use images in projects	6th
Create original slide show animations	6th
Shoot and manipulate digital video	6th

