



HOLY TRINITY EPISCOPAL SCHOOL

Technology

Holy Trinity Episcopal School - Curriculum Guide – Technology

	3 rd , 4 th , 5 th	6 th , 7 th , 8 th
CONTENT	Keyboarding Social, Legal, Ethical Issues Multimedia Telecommunications Word Processing Basic Operations	Keyboarding Social, legal ethical issues Multi-media Telecommunications Word processing Simple Programming Core Subject Integration
SKILLS	Use grade-level appropriate keyboarding techniques Follow Acceptable Use guidelines Create multi-media presentations Enter data on a spreadsheet and create a chart and graph Save to floppy disk / hard drive Create / name documents and files Close / resize / scroll windows Create / open a file Use copy / cut paste Select / change font, size, style Print work Access games software	Use grade-level appropriate keyboarding techniques Follow Acceptable Use guidelines Create multi-media presentations Enter data on a spreadsheet and create a chart and graph Save to floppy disk / hard drive Create / name documents and files Transfer documents between computers Adapt file formats Demonstrate proficiency with all tools of a word processing program Create a program for a purpose.
ASSESSMENT/ EVALUATION	Teacher observation Multi-media presentations Word processing documents	Teacher observation Multi-media presentations Word processing documents
MATERIALS	Acceptable Use Policy Microsoft Word PowerPoint Internet	Acceptable Use Policy Microsoft Word, Excel, Power Point Internet Graphics, Modeling & Animation Programs Programming Compiler