



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 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	3 rd
Save and use data from the Internet in appropriate ways	3 rd
Use the Internet safely	3 rd
Word Processing	
Format all aspects of documents (letters, paragraphs, pages, tables, etc)	4 th
Use templates to create common types of documents	4 th

Spreadsheets	
Enter and format data	4 th
Include formulas to manipulate data	4 th
Format cells	4 th
Create charts from data	4 th
Presentations	
Create and present projects	2 nd
Perform basic image processing and use images in projects	4 th
Create original slide show animations	6 th
Enhance images using color correction and other tools	6 th
Shoot and manipulate digital video	6 th

