



# Cincinnati Hills Christian Academy

## Armleder School – Technology

### Grades K – 6 Scope and Sequence

**Vision:** As a result of a CHCA education students will implement technology to conduct research, to promote productivity, to perform basic operations, to communicate, and to enhance problem solving and decision-making. Students will practice responsible use of technology mindful of the ethical and social issues impacted by biblical principles surrounding this medium. Both academic and personal use of technology will extend the students' environment and spheres of influence. Students will understand the benefits and cautions that technology now presents us with in the 21st century. CHCA understands that leadership development is predicted not only upon moral principles, discipleship, and collaborative social interaction, but also upon facility in communication, gathering resources, creativity, problem-solving and decision-making, all of which technology aids. Technology literacy of all students is a goal of Cincinnati Hills Christian Academy.

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**Standards:** What a CHCA student will know and be able to do in **Technology:** ●Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. ●Use digital media and environments to communicate and work collaboratively, including at a distance to support individual learning and contribute to the learning of others. ●Apply digital tools to gather, evaluate, and use information. ●Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. ●Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. ●Demonstrate a sound understanding of technology concepts, systems and operations.

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**Kindergarten Topics:** Logon/off using generic username/password; Graphic design using Pixie and Paint; Use right hand/left hand on keyboard; Use teacher selected websites to practice skills in reading and math and using sites safely; use simple graphic organizers.

**Grade 1 Topics:** Create and contribute slides to a collaborative PowerPoint presentation; identify input and output devices; Logon/off using unique username/password; create/save pictures for use in PowerPoint and Word documents; create original word processing documents with text/graphics; access websites using hyperlinks and use safely; use technology for problem solving, communication, and illustrating ideas and stories; cyberbullying.

**Grade 2 Topics:** Keyboarding skills include using correct fingering and shift key for capital; name/save/retrieve files to/from specified location; create collaborative PowerPoint presentation; Format text, add graphics to MS Word, Publisher and PowerPoint documents; Research assigned topic using approved Internet resources and paid databases; using keywords for searches; demonstrate ethical behaviors in technology use; basic coding / programming skills.

**Grade 3 Topics:** Practice proper fingering for letters, use of shift, space bar, enter key; use drop/pickup boxes; save/retrieve files to network folder; cooperative work to complete project; demonstrate/practice safe/ethical use of Internet; format text/paragraphs, use borders/shading in word processing; create multi-slide presentations with text/graphics; create presentation using PowerPoint; conduct electronic research using multiple sources; Create online poster using Web 2.0 tool; organize information using graphing software, graphic organizer, spreadsheet, or simple database; private and personal information online; cyberbullying and being an Upstander.



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**Grade 4 Topics:** Use One Drive to retrieve and hand in digital assignments; create presentation using PowerPoint; enhance/edit photos using editing software for use in presentation software; locate/save graphics for use in print/multimedia products; Create non-linear presentation using Web 2.0 tool (Prezi); Use MS Publisher to create publication with multiple pages; describe/demonstrate safe/ethical use of Internet; conduct electronic research using multiple sources and effective keywords; create bibliography citing electronic resources; identify appropriate software for various purposes; create headers/footers/tables; Choosing strong passwords; Continue to increase speed and accuracy in keyboarding. *Digital Citizenship:* Email and Netiquette using Microsoft Outlook – email and calendar features; rights and responsibilities of using the school network and Internet; Digital security (cybersafety, password use); Cyberbullying; Effective online search using keywords.

**Grade 5 Topics:** *Digital Literacy* Using technology to organize for learning using One Drive; advanced features of word processing using bulleted lists, search and replace, formatting; Internet research using Google advanced search and databases; citing sources using online tools and bibliographic information provided in databases; Scratch and Lego NXT Robotics programming; Presentation tools including PowerPoint and online tools (Prezi); Digital storytelling using PowerPoint, Windows Movie Maker; Develop keyboarding speed and accuracy. *Digital Citizenship* Email and Netiquette using Microsoft Outlook – email and calendar features; rights and responsibilities of using the school network and Internet; Digital security (cybersafety, password use); Cyberbullying; Effective online search using keywords; Plagiarism.

**Grade 6 Topics:** *Digital Literacy* Using technology to organize for learning using One Drive; advanced features of word processing using bulleted lists, search and replace, formatting; Internet research using Google advanced search and databases; citing sources using online tools and bibliographic information provided in databases; Scratch and Lego NXT Robotics programming; Presentation tools including PowerPoint and online tools (Prezi); Digital storytelling using PowerPoint, Windows Movie Maker, iMovie; Developing keyboarding speed and accuracy. *Digital Citizenship* Email and Netiquette using Microsoft Outlook – email and calendar features; rights and responsibilities of using the school network and Internet; digital security (cybersafety, password use); Responsible use of social media; Recognizing your digital footprint and keeping it secure, cyberbullying; Copyright, fair use, rights of creator.