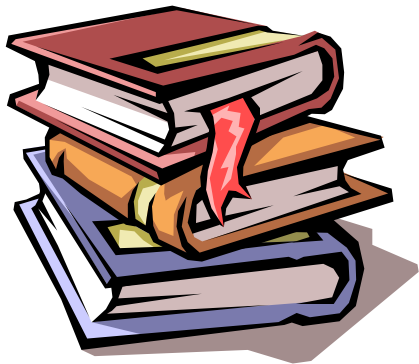


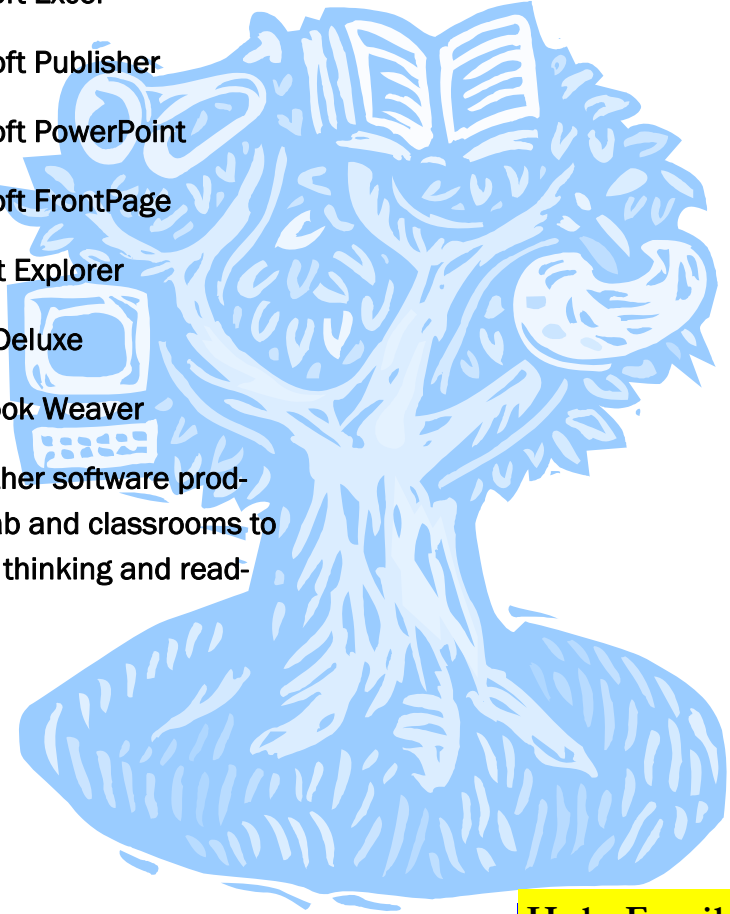
SOFTWARE APPLICATIONS



We use many software applications at Holy Family School. Below is a list of the “core group” of applications students work with on a regular basis:

- Type to Learn III
- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Microsoft PowerPoint
- Microsoft FrontPage
- Internet Explorer
- KidPix Deluxe
- Storybook Weaver

This brochure is intended to present an idea of the curriculum offered at this grade level. It is not representative of all subject matter covered over the course of the school year, but instead gives an idea of the major focus and themes.



There are many other software products used in the lab and classrooms to encourage critical thinking and reading skills.



Holy Family School

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COMPUTER LAB CURRICULUM



Holy Family School
4850 Pearl Avenue
San Jose, CA 95136
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Holy Family School Computer Lab Curriculum

INTRODUCTION

Students at Holy Family School have full access to the world of computer technology in our hands-on computer lab. Grades K through 8th visit the lab once a week for 45 minutes (Kindergarten visits for 30), learning how to integrate technology into their classroom work. Activities include age-appropriate use of business applications software and hardware, as well as keyboarding and internet research.



KINDERGARTEN

Kindergarten uses the computer lab weekly and the focus is on familiarity with the hardware (keyboard, monitor, mouse). Kindergarten is allowed to explore various learning games that enhance their curriculum, for example, learning letter sounds and beginning reading skills. Students are encouraged to make logical choices and experiment with basic computer functions (mouse clicking).

GRADES 1, 2 AND 3

Kids are natural computer users and these early years are an integral part of their technology education. First through 3rd grades will learn basic computer hardware and software functions along with simple web searches where they are required to process information they find on the internet.

By the end of 3rd grade, students are expected to learn how to log onto the school's network themselves and find the folders, application programs and files they need to

use. They learn how to use the mouse buttons properly, including the "right-click" button. Students learn how to save their work in the proper place and how to print from a variety of software applications. They understand what types of commands are contained under File and Edit menus.

Halfway through 2nd grade, students begin a touch-typing, keyboarding program that will take them through 8th grade. Using the skills learned here, students use word processing programs to format and edit text. Third grade students learn how to Cut, Copy and Paste text and graphics using the mouse buttons.

GRADES 4, 5 AND 6

Upon the skills mastered in 1st through 3rd grades, 4th through 6th grade students will build a solid knowledge of computer usage.

By the end of 6th grade, students will be able to use critical thinking skills if they are "stuck." They will be comfortable navigating the school's network and the internet, and understand the acceptable use of them. They will also feel comfortable performing simple hardware problem-solving techniques.

Keyboarding speed and accuracy will improve. Students will add spreadsheet and desktop publishing software to their repertoire of applications. They learn to save and use



graphics from the internet and other sources. They are able to use two or three applications simultaneously while working on one project. They learn "shortcuts" to speed up their work.

GRADES 7 AND 8

Building on the curriculum of 1st through 6th grades, 7th and 8th grade students create long-term, multi-application projects. They are able to choose appropriate software when given an assignment. Seventh and 8th grade students explore and integrate the internet into most projects and create their own web pages. They use the proper formatting when writing and creating reports in word processing applications.

Keyboarding is still an important part of the 7th and 8th grade curriculum. Students are encouraged to produce classroom assignments on the computer to help enforce these skills.



STAFF

The Faculty and Staff at Holy Family School are lifelong learners. The Computer Lab is a resource for them in many ways.

Classroom teachers work with the Computer Lab to integrate technology into their classrooms for their students. This creates an environment where the students can use technology skills in their everyday work.

Faculty and Staff attend regular Technology In-services where they are able to update and sharpen their technology skills. Teachers are encouraged to use in-house and internet e-mail as a communications tool with staff, students and parents. They use the internet as a research tool in the classroom for their students and themselves. Faculty and staff also have at their disposal video equipment to film class projects and field trips. Students can use these pictures or movies in the lab for multimedia projects.