

**Merritt Academy
Computers
Fast Fact Sheet**

Class	How Often	Key Concepts
Kindergarten	<i>30 minutes 2 times per week</i>	<i>mouse manipulation, math and reading software, writing and drawing</i>
1st Grade	<i>30 minutes 2 times per week</i>	<i>Introduction to the keyboard and the essential keys, Math and reading software, writing</i>
2nd Grade	<i>30 minutes 2 times per week</i>	<i>Standard commands (open, save, etc.), beginning touch typing, math and reading software, writing</i>
3rd Grade	<i>30 minutes 2 times per week</i>	<i>Operating System navigation, data organization, beginning Microsoft Office (Word, Excel, PowerPoint)</i>
4th Grade	<i>30 minutes 2 times per week</i>	<i>Advanced mouse functions, intermediate Microsoft Office (Word, Excel, PowerPoint)</i>
5th Grade	<i>30 minutes 2 times per week</i>	<i>Advanced Microsoft Office, beginning programming, beginning animation, pod casting</i>
6th – 8th Middle School	<i>48 minutes once per week</i>	<i>Career Exploration: programming, XHTML web page making, photo editing, computer drawing, and computer animation</i>