

# TECHNOLOGY CURRICULUM

## SCOPE AND SEQUENCE

<b>OUTCOME: BASIC OPERATIONS AND CONCEPTS</b>	K	1	2	3	4	5	6	7	8
ISTE Standards for Students:									
Indicators --- The student will:									
Identify basic parts of the computer system in your school* (CPU, keyboard, mouse, monitor etc...)	I	P							
Demonstrate proper care and use of equipment (handling headsets, mouse, keyboard, clean hands, no food, etc...)	I	P							
Login/logoff computer	I	P							
Wake up, start up, shut down	I	P							
Adjust volume	I	P							
Start and exit an application/program	I	P							
Scroll vertically and horizontally	I	P							
Print to default printer (basic print)	I	P							
Use input devices: mouse, keyboard, touchpad, etc...	I	R	P						
Single and double click the mouse	I	R	P						
Drag and drop objects	I	R	P						
Minimize, maximize and close windows	I	R	P						
Use power management/maintenance (charging portable device, change settings to save battery life, etc...)	I	R	R	R	R	R	R	R	P
Print to designated printer (choose a printer)			I	P					
Properly handle storage media used at your school* (cloud, flash drive, server, etc...)			I	R	P				
Save and retrieve documents from designated directory			I	R	P				
Navigate within directories and subdirectories			I	R	P				
Create, name and rename files and folders			I	R	P				
Copy, cut and paste text and graphics			I	R	P				
Utilize "save" vs "save as"			I	R	P				
Perform multitasking functions (multiple windows, tabs)				I	R	P			
Select print options (color, one page, front/back, etc...)				I	R	P			
Use "Help" menu in various applications				I	R	R	R	R	P
Connect to internet/wifi				I	R	R	R	R	P
Scan a storage media for virus					I	R	R	R	P

I --- Introduce  
 R --- Reinforce  
 P --- Proficient

\*Exposure to a wide variety of technology is essential to student success in the future. (computer system: tablet, desktop, laptop)

# TECHNOLOGY CURRICULUM

<b>OUTCOME: KEYBOARDING</b>	K	1	2	3	4	5	6	7	8
ISTE Standards for Students:									
<b>ON ALL DEVICES</b>									
Indicators --- The student will:									
Use keys: Shift, Enter, Backspace, Spacebar, Delete	I	R	P						
Use keyboard method to learn: alphabetic, punctuation, number and symbol keys	I	R	R	P					
Develop keyboarding proficiency			I	R	R	P			
Key from an edited rough draft				I	R	P			
Compose a document as they key					I	R	R	R	P
<b>ON DESKTOP AND LAPTOP COMPUTERS</b>									
Indicators --- The student will:									
Display recommended posture at the computer			I	R	P				
Place hands in the correct homerow positions			I	R	P				
Use left and right hand appropriately			I	R	R	P			
Type alphabetic keys using the touch method			I	R	R	P			
Use advanced keyboard functions: Ctrl, Apple key, A, S, P, C, X, V				I	R	R	P		
<b>SUGGEST END OF YEAR PROFICIENCY</b> (Desktop/Laptop/QWERTY Keyboard)									
Emphasis on proper technique and finger placement			I	R	R	P			
15 Words per Minute with 85% accuracy					I	P			
30+ Words per Minute with 85% accuracy							I	R	P

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<b>OUTCOME: WORD PROCESSING</b>	K	1	2	3	4	5	6	7	8
ISTE Standards for Students:									
Indicators --- The student will:									
Use "Undo" button on Standard toolbar	I	R	R	R	P				
Create illustrations using drawing tools	I	R	R	R	R	R	R	R	P
Use standard and formatting toolbars			I	R	P				
Manipulate text: font, size, and color			I	R	P				
Open, save and retrieve a document			I	R	P				
Adjust alignment of text: left and center			I	R	P				
Format text: bold, italics, underline			I	R	P				
Use spell check			I	R	P				
Input and edit simple text in a document				I	P				
Insert image: edit position and size				I	R	P			
Use print preview				I	R	P			
Create and format one-page documents				I	R	P			
Indent using the "Tab" key					I	P			
Insert bulleted and numbered lists					I	R	P		
Insert and format textboxes					I	R	P		
Insert borders: text and page					I	R	P		
Adjust line spacing					I	R	R	R	P
Align text: right and justify					I	R	R	R	P
Properly use formal and informal text speech					I	R	R	R	P
Adjust page setup: margins, orientation, vertical spacing						I	P		
Set hanging indents						I	P		
Apply headers and footers						I	R	R	P
Wrap text around an image (text wrap)						I	R	R	P
Insert page numbers						I	R	R	P
Set clear tabs: left, center, right, etc...						I	R	R	P
Create and format a multi-page document						I	R	R	P
Be exposed to more than one word processing application (Microsoft office, Google docs, pages, etc...)						I	R	R	P
Insert and format tables							I	R	P

# TECHNOLOGY CURRICULUM

<b>OUTCOME: SPREADSHEET</b>	K	1	2	3	4	5	6	7	8
ISTE Standards for Students:									
Indicators --- The student will:									
Identify rows, columns and cell names						I	P		
Create a bar or column graph						I	P		
Adjust column and row widths						I	P		
Align data within cells and columns						I	P		
Enter 4 simple formulas: addition, subtraction, multiplication, division						I	P		
Copy a chart or graph into another document						I	P		
Copy formulas w/in a spreadsheet: relative cell reference						I	P		
Copy simple data table into a spreadsheet						I	R	R	P
Interpret data in a graph or chart						I	R	R	P
Label chart title and axes						I	R	R	P
Perform basic formatting tasks (changing font, attributes)						I	R	R	P
Format charts						I	R	R	P
Create a data table with multiple rows and columns						I	R	R	P
Access function menus						I	R	R	P
Create a variety of charts or graphs						I	R	R	P
Use cell referencing in formulas and functions						I	R	R	P
Perform fill series functions using select criteria						I	R	R	P
Copy formulas w/in a spreadsheet: absolute cell reference						I	R	R	P
Sort and filter data with various criteria						I	R	R	P

# TECHNOLOGY CURRICULUM

<b>OUTCOME: INTERNET</b>	K	1	2	3	4	5	6	7	8
ISTE Standards for Students:									
Indicators --- The student will:									
Navigate a webpage using: scrollbar, back button, hyperlinks	I	R	R	R	R	P			
Discuss and demonstrate electronic communication and internet etiquette	I	R	R	R	R	R	R	R	P
Access a website entering a URL (website address)			I	R	P				
Identify parts of a website/webpage: URL, homepage, title, hyperlinks			I	R	P				
Use <u>designated</u> internet sites as a source of information				I	P				
Query a search engine using keyword(s) and phrases					I	R	R	R	P
Identify URL extension types: com, org, edu, gov, etc...					I	R	R	R	P
Evaluate authenticity, accuracy and credibility of electronic resources					I	R	R	R	P
Properly cite a webpage or online document in a bibliography						I	R	R	P
<b>OUTCOME: MULTIMEDIA/PRESENTATION</b>									
Indicators --- The student will:									
Create & print a picture with text in a graphic application	I	R	R	R	R	R	R	R	P
Plan, create and present a multimedia presentation incorporating text, images, and slide transition (PowerPoint, Prezi, Kid Pix, etc...)		I	R	R	R	R	R	R	P
Use space & design elements to enhance presentation					I	R	R	R	P
Animate presentation					I	R	R	R	P
Incorporate sound and video into a presentation					I	R	R	R	P

# TECHNOLOGY CURRICULUM

<b>OUTCOME: CATHOLIC MORAL AND SAFETY STANDARDS IN TECHNOLOGY</b>	K	1	2	3	4	5	6	7	8
ISTE Standards for Students:									
Indicators --- The student will:									
Identify and articulate rules for the use of digital tools as defined by school policy and procedures.	I	R	R	R	R	R	R	R	R
Advocate and practice safe, legal and responsible use of information and technology consistent with our Catholic values.	I	R	R	R	R	R	R	R	R
Recognize and describe the potential risks and dangers associated with various forms of online communications (social media, electronic ads, email, etc...)	I	R	R	R	R	R	R	R	R
Identify and articulate strategies to protect personal information (passwords, address, phone number, etc...)	I	R	R	R	P				
Respect the intellectual property of others by giving proper credit to sources: (words, images, creations)						I	R	R	P
Understand the difference between peer to peer sharing (collaboration) vs using another's work as one's own (plagiarism).				I	R	P			
Demonstrate personal responsibility for lifelong learning ( <a href="https://www.faithandsafety.org">https://www.faithandsafety.org</a> )				I	R	R	R	R	R
Exhibit digital citizenship by consistently leading by example using Catholic Social Teachings.			I	R	R	R	R	R	R
Respect the rights and privacy of others	I	R	R	R	R	P			
Define and understand the consequences for cyberbullying	I	R	R	P					
Develop strategies to recognize and deal with cyberbullying situations	I	R	R	R	R	P			
Teach Virtus Internet Safety Lesson 7	P	P	P	P	P	P	P	P	P
Moral Virtues <ul style="list-style-type: none"> <li>Prudence-identify the potential for good and evil and to respond appropriately</li> <li>Justice-commitment to the common good</li> <li>Fortitude-courage to stand up for decency</li> <li>Temperance- self-discipline to use technology wisely and only for good</li> </ul>	I	R	R	R	R	R	R	R	R