

Course Title: Technology MS
Board Approval Date: 12/5/12
Credit / Hours: NA

Course Description:

This course focuses on the utilization and mastery of technology skills that will enable students to effectively gather, organize and present information, as well as online safety. As students progress through this course, they will gain experience and increase their proficiency with technology and related applications. ***This course also complies with the Protecting Children Act which requires that schools must be “Educating minors about appropriate online behavior.”***

Learning Activities / Modes of Assessment:

Large Group Instruction	Checklists/Rubrics
Small Group Instruction/Projects	Teacher Observation
Individual Projects	Graphic Organizers
Demonstration/Guided Instruction	

Instructional Resources:

Microsoft Office Suite
Various educational web sites and web-based programs
Educational videos
District Purchased Software and Hardware

Course Pacing Guide

Course: **Technology MS**

Course Unit (Topic)	Length of Instruction (Days/Periods)
1. Technology Skills	<u>45 days</u>
DAYS TOTAL	45 Days

Topic: Technology Skills

Days: 45

Subject(s): Technology

Grade(s): 5th, 6th, 7th, 8th

Know:

Understand:

Do:

3.4.6.D2. – Essential
 USING AND MAINTAINING TECHNOLOGICAL SYSTEMS - Use computers appropriately to access and organize and apply information.

15.4.8.F. – Unranked
 Identify network communication technologies.

1. Microsoft Office

- basic editing
- toolbars and icons
- font
- resources
- saving options
- page setup
- document viewing and printing
- format options
- basic functions (open, save, set up, print, preview)

2. Keyboarding

- technique
- home row
- words per minute (WPM)

3. CCSD Network Use

- login/password
- network
- H:drive (home directory)
- J:drive (share drive)
- share folder

I must be able to access and utilize available district programs to effectively gather, organize and present information.

3.4.6.D2. – Essential
 USING AND MAINTAINING TECHNOLOGICAL SYSTEMS - Use computers appropriately to access and organize and apply information.

5.W.6 – Unranked

With some guidance and support from adults, use technology, including the Internet, to produce and publish writing as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills to type a minimum of two pages in a single sitting.

15.4.8.G. – Unranked

Create an advanced digital project using appropriate software/application for an authentic task.

15.4.8.K. – Unranked

Create a multimedia project using studentcreated digital media.

15.4.8.B. – Unranked

Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.

15.4.8.L. – Unranked

Evaluate the accuracy and bias of online sources of information; appropriately cite online resources.

1. Microsoft Office

- Label and explain the uses of the Microsoft toolbars.
- Use icons to edit, save and enhance documents.
- Manipulate font.
- Justify document layout.
- Add bullets or numbering.
- Utilize tools to enhance documents (dictionary, thesaurus, spell check, borders, etc.)
- Preview and print documents.

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Days: 45

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Know:	Understand:	Do:
<ul style="list-style-type: none"> • Odyssey • Gradebook • CCSD Network Use <p>4. Online Tools/ Applications</p> <ul style="list-style-type: none"> • web browser • web site • URL • hyperlink • download • upload • site credibility • safe/appropriate online behaviors (in accordance with CIPA) • interdistrict e-mail 		<ul style="list-style-type: none"> • Save documents to specified areas. • Establish color and font schemes. • Perform basic functions and customize presentations. <p>2. Keyboarding</p> <ul style="list-style-type: none"> • Use the home row and correct fingering. • Identify WPM goals and improve speed and accuracy. • Use online typing tutor. • Identify benefits of using proper typing technique. • Use typing skills as a resource in related academic areas. <p>3. CCSD Network Use</p> <ul style="list-style-type: none"> • Access and utilize folders and drives contained on the district network. • Log on to and complete applications within Odyssey, both on and off campus. • Monitor grades online, both on and off campus. • Access and use the (J:) share drive. • Access student home directory (H:drive) on and off campus, and explain its function. • Download to and upload from student home directory (H:drive) while on and off campus. • Use inter-district e-mail to communicate for academic purposes. <p>4. Internet Use</p> <ul style="list-style-type: none"> • Use web-based programs to create and enhance class projects. • Open a web browser and enter an address. • Use a web browser to search for information on a given topic. • Download and upload images and information. • Explain and abide by rules and regulations for ethical usage of online information.

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Subject(s): Technology

Days: 45
Grade(s): 5th, 6th, 7th, 8th

Know:	Understand:	Do:
		<ul style="list-style-type: none">• Utilize the basic functions of a web browser toolbar.• Use district e-mail to communicate for academic purposes.

Topic: Technology Skills

Subject(s): Technology

Days: 45

Grade(s): 5th, 6th, 7th, 8th

Which standards are students learning in this unit?

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