

Bond County CUSD #2 Technology Curriculum Scope & Sequence

Applied Technology Applied technology requires users to assess the value of computer applications and to utilize technology to solve real-world problems in appropriate and innovative ways. The Student Will:	k	1	2	3	4	5	6	7	8
Ask for help when necessary.	X	X	X						
Explain the value of helping others.	X	X	X						
Problem solve through trial and error.	X	X	X	X	X	X	X	X	X
Suggest a technological solution to a manual task.					X	X	X	X	X
Conduct research using a variety of media.				X	X	X	X	X	X
Use multiple strategies to achieve a goal.		X	X	X	X	X	X	X	X
Identify appropriate uses of technology.		X	X	X	X	X	X	X	X
Recommend innovative uses for technology.					X	X	X	X	X
Explain the purpose of a copyright.				X	X	X	X	X	X
Import and export data among applications.					X	X	X	X	X
Create document templates.							X	X	X
Suggest troubleshooting strategies.					X	X	X	X	X
Select an appropriate application to perform a task.					X	X	X	X	X
Evaluate the limitations of software and hardware.							X	X	X
Identify improvements to existing technology or software.							X	X	X

Operating Environments The operating environment is comprised of a computer system's electronic components, boards, operating system and peripherals. This is the foundation from which software applications are launched and used. The Student Will:	k	1	2	3	4	5	6	7	8
Develop fine motor skills.	X	X							
Develop eye-hand coordination.	X	X							

Operating Environments (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Develop competence with the computer mouse.	X	X							
Identify a computer's components and their functions.	X	X	X	X	X	X	X	X	X
Turn on and turn off the computer and its peripherals.	X	X	X	X	X	X	X	X	X
Identify and use a menu.	X	X	X	X	X	X	X	X	X
Identify and use an icon.	X	X	X	X	X	X	X	X	X
Launch and exit/quit an application.	X	X	X	X	X	X	X	X	X
Use a scroll bar.	X	X	X	X	X	X	X	X	X
Open an existing document.				X	X	X	X	X	X
Create a new document.			X	X	X	X	X	X	X
Close / Print / Save a document.		X	X	X	X	X	X	X	X
Cancel (undo) a previous action.	X	X	X	X	X	X	X	X	X
Handle removable media properly.				X	X	X	X	X	X
Identify and explain input and output differences.				X	X	X	X	X	X
Explain how information is stored.					X	X	X	X	X
Select and use tools on a toolbar.			X	X	X	X	X	X	X
Demonstrate proper computer etiquette.			X	X	X	X	X	X	X
Navigate from one folder to another.				X	X	X	X	X	X
Describe the difference between the SAVE and SAVE AS commands.				X	X	X	X	X	X
Add a scanned/or captured image to a file.					X	X	X	X	X
Scan/or capture a picture or a block of text.					X	X	X	X	X
Task switch among applications.				X	X	X	X	X	X
Switch between two open documents.				X	X	X	X	X	X
Determine the available free space on a disk.					X	X	X	X	X
Describe the relative sizes of a byte, a kilobyte, a megabyte and a gigabyte.					X	X	X	X	X

Operating Environments (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Use the Print Preview function.				X	X	X	X	X	X
Change a window's size.				X	X	X	X	X	X
Copy / Rename / Delete a file.				X	X	X	X	X	X
Identify operating systems.					X	X	X	X	X
Describe a computer's specifications.					X	X	X	X	X
Use the keyboard to execute commands.					X	X	X	X	X
Alter the display of a folder or window's contents.						X	X	X	X
Select print options.					X	X	X	X	X
Identify common filename extensions.					X	X	X	X	X
Customize the desktop.					X	X	X	X	X
Organize file and folder structure.					X	X	X	X	X
Use the Help function.					X	X	X	X	X
Explain the difference between different types of computer memory.					X	X	X	X	X
Use the Find function to locate files.						X	X	X	X
Take a screenshot.					X	X	X	X	X
Identify input and output ports and their functions.					X	X	X	X	X
Describe how the CPU processes data.						X	X	X	X

Telecommunications Telecommunication peripherals and software connect computers around the world, allowing users to converse with other people and to gather information from the World Wide Web and other global services. The Student Will:	k	1	2	3	4	5	6	7	8
Log on to the Internet.			X	X	X	X	X	X	X
Send and receive e-mail.						X	X	X	X
Attach a file to an e-mail message.						X	X	X	X
Open an e-mail attachment.						X	X	X	X

Telecommunications (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Participate in an online discussion.							X	X	X
Explain how data is transferred via the Internet.					X	X	X	X	X
Access Web sites through hypertext.		X	X	X	X	X	X	X	X
Explain hypertext.					X	X	X	X	X
Describe proper Internet etiquette.			X	X	X	X	X	X	X
Access a Web site by entering a URL.			X	X	X	X	X	X	X
Bookmark a Web page.			X	X	X	X	X	X	X
Explain the function of an Internet service provider.					X	X	X	X	X
Identify factors that affect transfer rate.					X	X	X	X	X
Selectively utilize search engines and directories.						X	X	X	X
Save information accessed from the Internet.					X	X	X	X	X
Explain why the Internet was developed.					X	X	X	X	X
Explain file size and download time relationships.						X	X	X	X
Use advanced search techniques.							X	X	X

Graphics (Google Drawing, Online Paint Program, Tux Paint, Purple Mash?) In contrast to the difficulty of creating artwork with pencils and paintbrushes, graphics applications allow users to create, modify and print digital images with ease and versatility. The Student Will:	k	1	2	3	4	5	6	7	8
Identify positional relationships.	X								
Develop spatial awareness.	X								
Complete visual analogies.	X								
Identify and compare sizes.	X								
Identify similarities and differences in shapes.	X								
Insert a graphic image.	X	X	X	X	X	X	X	X	X
Access and navigate graphics libraries.			X	X	X	X	X	X	X

Graphics (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Select and use different colors.	X	X	X	X	X	X	X	X	X
Delete an object in a draw program.	X	X	X	X	X	X	X	X	X
Erase part of an image in a paint program.	X	X	X	X	X	X	X	X	X
Enter and modify text in a paint program.	X	X	X	X	X	X	X	X	X
Resize an object.	X	X	X	X	X	X	X	X	X
Reposition an object.	X	X	X	X	X	X	X	X	X
Flip an object.			X	X	X	X	X	X	X
Use tools to create shapes and lines.	X	X	X	X	X	X	X	X	X
Select and use different line widths and styles.		X	X	X	X	X	X	X	X
Layer objects.			X	X	X	X	X	X	X
Rotate an object.			X	X	X	X	X	X	X
Duplicate an object.			X	X	X	X	X	X	X
Magnify to enlarge or to reduce the view of a graphic.				X	X	X	X	X	X
Crop an image.				X	X	X	X	X	X
Select several objects at the same time.					X	X	X	X	X
Group and ungroup objects.					X	X	X	X	X
Save a document as a graphics file.					X	X	X	X	X
Customize a color palette.						X	X	X	X
Modify lighting to adjust the color and shading of objects.						X	X	X	X
Change the height-to-width proportion of a graphic image.						X	X	X	X

Wordprocessing (Google Docs) Wordprocessing applications transform the computer into a tool for creating, editing, proofreading, formatting and printing documents such as books, letters, reports and journals. The Student Will:	k	1	2	3	4	5	6	7	8
Recognize letter names.	X								

Wordprocessing (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Associate letter names with letter sounds.	X								
Explain that print and pictorial symbols carry meaning.	X								
Relate images to text.	X								
Identify letters and numbers on the keyboard.	X	X	X						
Enter text.	X	X	X	X	X	X	X	X	X
Delete text.	X	X	X	X	X	X	X	X	X
Change text color.	X	X	X	X	X	X	X	X	X
Change text size.		X	X	X	X	X	X	X	X
Change text font.		X	X	X	X	X	X	X	X
Change text style.		X	X	X	X	X	X	X	X
Cut, copy and paste text.			X	X	X	X	X	X	X
Change text alignment.				X	X	X	X	X	X
Adjust line spacing.				X	X	X	X	X	X
Change page orientation.				X	X	X	X	X	X
Select an appropriate page view.				X	X	X	X	X	X
Create and modify graphical text effects.				X	X	X	X	X	X
Create a bulleted list.				X	X	X	X	X	X
Insert page numbers.					X	X	X	X	X
Use the Spell Check function.				X	X	X	X	X	X
Set tabs.					X	X	X	X	X
Use tabs.					X	X	X	X	X
Set margins.					X	X	X	X	X
Use the Find/Replace function.						X	X	X	X
Create a header or a footer.						X	X	X	X
Link information from one document to another.							X	X	X

Wordprocessing (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Insert a table.				X	X	X	X	X	X
Customize a table.				X	X	X	X	X	X
Change a drawing's text-wrapping options.						X	X	X	X
Insert a symbol.						X	X	X	X
Locate a specific page in a multipage document.							X	X	X
Add page breaks.							X	X	X
Insert the current date or time.							X	X	X
Create and modify footnotes or endnotes.							X	X	X
Construct a table of contents.							X	X	X
Change the indentation of text.							X	X	X

Spreadsheets (Google Sheets) Spreadsheet applications, which simulate an accountant's worksheet on-screen, allow users to embed hidden formulas that perform calculations and to convert data into tables, charts and graphs that analyze the information and forecast numerical trends. The Student Will:	k	1	2	3	4	5	6	7	8
Develop number recognition.	X								
Demonstrate one-to-one correspondence.	X								
Explore part-to-whole relationships.	X	X	X						
Add to a number.	X	X	X						
Subtract from a number.	X	X	X						
Identify columns and rows.		X	X	X	X	X	X	X	X
Find a cell by its column and row position.		X	X	X	X	X	X	X	X
Use the Calculator.		X	X	X	X	X	X	X	X
Identify which cells contain formulas, labels and numbers.					X	X	X	X	X
Explain the purpose of the entry bar.					X	X	X	X	X

Enter and modify data.					X	X	X	X	X
Spreadsheets (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Change column width.					X	X	X	X	X
Change row height.					X	X	X	X	X
Use a spreadsheet to perform mathematical operations.					X	X	X	X	X
Create a chart.						X	X	X	X
Create a chart using data in nonadjacent cells.						X	X	X	X
Clear the contents from a cell or range.						X	X	X	X
Enter and modify row and column headings.						X	X	X	X
Insert or delete rows or columns.						X	X	X	X
Cut or copy and paste data between cells.						X	X	X	X
Enter and modify formulas.						X	X	X	X
Use the FILL command.						X	X	X	X
Sort data.						X	X	X	X
Apply a number format.						X	X	X	X
Apply a mathematical function.						X	X	X	X
Hide information in a spreadsheet.							X	X	X
Create charts appropriate to the data.							X	X	X
Add chart titles.							X	X	X
Label chart axes.							X	X	X
Apply data labels to a chart.							X	X	X
Create and modify borders for a group of cells.							X	X	X
Add shading to a group of cells.							X	X	X
Alter the display of gridlines and legends in a chart.								X	X
Format horizontal and vertical axes of a chart.									X
Customize charts with colors, patterns, fonts and formats.									X

Multimedia (Google Slides) Multimedia is the computer-based method of presenting text, graphics, video, photographs, animation, speech and other sounds interactively to convey mood, to transmit knowledge and to entertain. The Student Will:	k	1	2	3	4	5	6	7	8
Develop listening and visual comprehension strategies.	X								
Develop visual & auditory discrimination and memory.	X								
Sequence events.	X								
Create a slide/card/page.			X	X	X	X	X	X	X
Add text, insert images, and add sound.	X	X	X	X	X	X	X	X	X
Change the background color.	X	X	X	X	X	X	X	X	X
Add a background image.	X	X	X	X	X	X	X	X	X
Add hot spots or buttons.					X	X	X	X	X
Play a presentation.				X	X	X	X	X	X
Add transitions to a presentation.					X	X	X	X	X
Reorder slides/cards.				X	X	X	X	X	X
Change the amount of time a slide/card appears.					X	X	X	X	X
Record and save a sound file.						X	X	X	X
Use a background or a template multiple times.				X	X	X	X	X	X
Add a video file.						X	X	X	X
Determine the playing options for a presentation.							X	X	X

Desktop Publishing (Google Docs, Lucidpress for Education) Desktop publishing turns the computer into an inexpensive production system for creating typeset-quality text and graphics for brochures, magazines, posters and other publications. The Student Will:	k	1	2	3	4	5	6	7	8
Enter text.	X	X	X	X	X	X	X	X	X
Add an image.	X	X	X	X	X	X	X	X	X
Move a graphics frame or a text frame.	X	X	X	X	X	X	X	X	X

Desktop Publishing (Continued) The Student Will:	k	1	2	3	4	5	6	7	8
Delete a graphics frame or a text frame.	X	X	X	X	X	X	X	X	X
Resize a graphics frame or a text frame.	X	X	X	X	X	X	X	X	X
Use the Zoom function.		X	X	X	X	X	X	X	X
Apply a border to a graphics frame or a text frame.			X	X	X	X	X	X	X
Create a border around a page.				X	X	X	X	X	X
Create a text frame.				X	X	X	X	X	X
Layer text frames or graphics frames.					X	X	X	X	X
Insert or delete a page.				X	X	X	X	X	X
Add a shadow to a graphics frame or a text frame.					X	X	X	X	X
Alter the shading of a graphics frame or a text frame.					X	X	X	X	X
Rotate text.				X	X	X	X	X	X
Create columns.				X	X	X	X	X	X
Display or hide positioning guides.						X	X	X	X
Snap objects to positioning guides.							X	X	X
Align objects.						X	X	X	X
Adjust the spacing between text frames or graphics frames.						X	X	X	X
Add captions to a chart or a graphic.				X	X	X	X	X	X
Move between the background and the foreground.					X	X	X	X	X
Adjust the margin width in a text frame.							X	X	X
Format a document with sidebars or pull quotes.								X	X
Create and use text styles for fast, consistent formatting.								X	X
Adjust the spacing between characters.									X
Insert line breaks.									X

Databases (Purple Mash-2Investigate, Google Sheets, Google Search) A database is a collection of related information in which specific data can be organized and retrieved to draw conclusions and to make decisions. The Student Will:	k	1	2	3	4	5	6	7	8
Arrange data by grouping.				X					
Arrange data by ordering.				X					
Enter data.				X	X	X	X	X	X
Recognize relationships described by <i>and</i> , <i>or</i> and <i>not</i> .			X	X	X	X	X	X	X
Define <i>records</i> and <i>fields</i> and explain how they differ.					X	X	X	X	X
Move between records and fields.					X	X	X	X	X
Name fields.					X	X	X	X	X
Insert and delete records and fields.					X	X	X	X	X
Sort a database.					X	X	X	X	X
Determine the critical characteristics upon which to sort.					X	X	X	X	X
Locate records that match a single criterion.					X	X	X	X	X
Display all records.						X	X	X	X
Change a field's number format.						X	X	X	X
Find and replace data.						X	X	X	X

Scope & Sequence based on Real Journeys in Technology/Futurekids Technology Curriculum skills list