

## 4TH GRADE

### **COMPUTER BASICS**

**CB 4:1** Discuss ways technology has changed business and government. (e.g., auto industry, Internal Revenue Service, military, etc.)

**CB 4:2** Demonstrate proficiency and accuracy in keyboarding skills (15 words per minute, 90% accuracy).

### **MULTIMEDIA**

**MM 4:1** Create a multimedia presentation using formatting techniques that demonstrate the ability to import a graphic, edit, and print.

### **PUBLISHING EXPLORATIONS**

**EX 4:1** Create and use indents and tabs in a word processed document.

**EX 4:2** Design and produce a document using desktop publishing techniques that exhibit attention to graphics and design.

### **TELECOMMUNICATIONS**

**TL 4:1** Perform a search to retrieve online information concerning everyday matters. (e.g., movie listings, product reviews, map or directions)



## 5TH GRADE

### **COMPUTER BASICS**

**CB 5:1** Model appropriate and effective care and use of technology tools.

**CB 5:2** Demonstrate proficiency and accuracy in keyboarding skills (20 words per minute, 90% accuracy).

### **MULTIMEDIA**

**MM 5:1** Create and present a multi-page multimedia presentation using text, graphics, and sound to effectively communicate a concept.

### **PUBLISHING EXPLORATIONS**

**EX 5:1** Move and copy text and graphics between two documents and programs.

**EX 5:2** Using a spreadsheet, create a table and design a chart to represent information.

### **TELECOMMUNICATIONS**

**TL 5:1** Design and use effective search strategies to acquire online information.

**TL 5:2** Evaluate the usefulness, appropriateness, currency and reliability of acquired online information.

**TL 5:3** Use basic telecommunication tools to collaborate with other students.

## 6TH GRADE

### **KEYBOARDING**

**KB6:1** Type 20 wpm.

### **Basic Computers**

**BC6:1** Demonstrate effective search methods using multiple internet search engines.

### **WORD**

**WD6:1** Demonstrate the use of multiple font selections.

**WD6:2** Demonstrate the use of borders and shading.

**WD6:3** Demonstrate the use of print orientation.

**WD6:4** Demonstrate task shortcuts including; new, open, close, save and print.

**WD6:5** Use spelling, grammar, and the thesaurus functions.

**WD6:6** Use different methods of selecting text.

**WD6:7** Utilize print preview.

**WD6:8** Apply the use of style options (justification, line spacing, bold letters, italics, text alignment and underline.)

### **POWERPOINT**

**PP6:1** Use various font selections and formatting.

**PP6:2** Show a working knowledge of the menu bar.

**PP6:3** Use the file menu (new, open, close, save and print).

**PP6:4** Create a presentation that incorporates graphics, transitions, sounds, timings, and text.

### **PUBLISHER**

**PB6:1** Demonstrate the use of multiple font selections.

**PB6:2** Demonstrate various components of the help menu and office assistant.

**PB6:3** Introduction to customizing and manipulating the menu bar.

**PB6:4** Demonstrate task shortcuts including new, open, close, save and print.

**PB6:5** Demonstrate various methods of cut, paste, copy, undo and redo.

**PB6:6** Introduction to use of the toolbar.

**PB6:7** Learn to use templates to create and manipulate various projects.

**PB6:8** Demonstrate and explain various applications for publisher.



*“Together We’re  
A Powerful Team”*

## TECHNOLOGY CORE CURRICULUM 2011/2012

The curriculum area represented in this brochure is aligned directly to Michigan's academic core curriculum. If you would like any additional information or have questions, contact your building principal or district office.

### **Elementary & Intermediate Buildings**

**Gladiola, Bruce Cook 530-7596**

**Oriole Park, Jennifer Debski 530-7558**

**Parkview, Kathryn Jobson 530-7572**

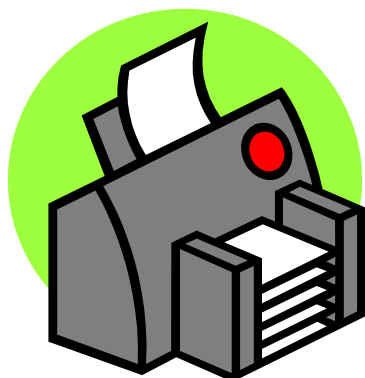
**West, Michael Sturm 530-7533**

**Jackson Park, Kirk Bloomquist 530-7540**

### **District Office**

**Tom Reeder, Superintendent 530-7531**

**Danielle Vigh, Academic Support 530-7599**



# KINDERGARTEN

## ***COMPUTER BASICS***

**CB K:1** Demonstrate acceptable usage and recognize unacceptable behaviors and their consequences when using technology.

## ***MULTIMEDIA***

**MM K:1** Recognize, name, label and identify function of technology components using accurate terminology.

**MM K:2** Use painting and drawing tools to create basic forms in order to convey ideas or share information.



# 1ST GRADE

## ***COMPUTER BASICS***

**CB 1:1** Demonstrate acceptable use and basic care when using technology as a tool to accomplish a variety of tasks.

**CB 1:2** Use the double click and drag features of a computer mouse.

**CB 1:3** Recognize and use letters, numbers, and special keys (shift, enter) on a keyboard.

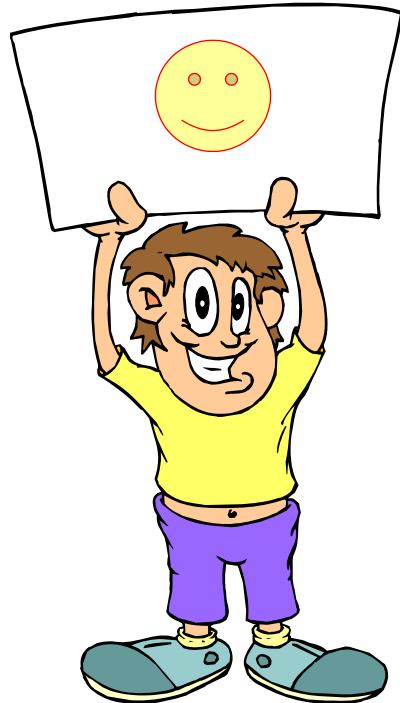
## ***MULTIMEDIA***

**MM 1:1** Identify and understand a variety of every day technology tools and their uses, as well as where to access them in the community.

**MM 1:2** Use painting and drawing tools for communicating and illustrating with the ability to add names and letters to a drawing.

## ***PUBLISHING EXPLORATIONS***

**EX 1:1** Demonstrate basic word processing skills to type simple words and phrases.



# 2ND GRADE

## ***COMPUTER BASICS***

**CB 2:1** Understand basic care of computers, other media types and identify advantages and disadvantages of using technology.

**CB 2:2** Recognize the functions of basic file menu commands.

**CB 2:3** Identify and use tab, backspace, caps lock, delete, and shift keys on the keyboard.

**CB 2:4** Successfully access network using student personal account with an understanding of how passwords maintain security.

## ***MULTIMEDIA***

**MM 2:1** Use presentation software to create a product to communicate an idea to an audience.

**MM 2:2** Determine the best productivity software application for a specific task and determine rationale for the decision.

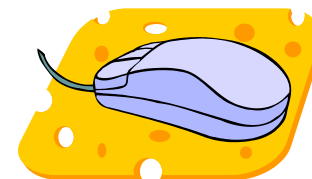
## ***PUBLISHING EXPLORATIONS***

**EX 2:1** Demonstrate basic word processing skills to type and edit simple words and phrases.

**EX 2:2** Create and print a word processed document that demonstrates the basic typing and editing skills of font selection, as well as cut, copy and paste using the right-click function.

## ***TELECOMMUNICATIONS***

**TL 2:1** Use a variety of electronic resources including the World Wide Web to locate, collect, and interpret information while solving age-appropriate problems.



# 3RD GRADE

## ***COMPUTER BASICS***

**CB 3:1** Discuss ways that technology has changed life in the community as well as addressed the needs of individuals with disabilities.

**CB 3:2** Demonstrate an understanding of standard keyboard techniques and correct finger placement.

**CB 3:3** Identify and use title bar to maximize and minimize windows.

**CB 3:4** Understand the basics of network drives and network file sharing.

## ***PUBLISHING EXPLORATIONS***

**EX 3:1** Create a document, including graphics, using basic formatting techniques that demonstrate the ability to type, edit and print.

**EX 3:2** Apply style options of justification, line spacing, bold, italics and underlining to documents.