

River Dell Tri-District Technology Curriculum 2007

The Tri-District Technology Committee, with feedback from faculty, put together the following scope and sequence of computer literacy skills students are expected to master. This scope and sequence is a guide of the 8.1 New Jersey Core Content Standards. These standards will be infused into all of our content areas, because we believe computers and their applications are tools utilized to improve students learning. Use the key below to identify when to introduce, practice, and apply technology in your classroom.

New Jersey Core Content Standard 8.1

[1\) Basic Operations and Concepts](#)

[2\) Keyboa](#)

[3\) Word Processing](#)

[4\) Spreadsheets and Graphs](#)

[5\) Databases](#)

[6\) Information Literacy and Resources](#)

[7\) Multi-Media Presentation](#)

[8\) Technological Literacy in our Society](#)

Key
<i>I= Introduce by teacher</i>
<i>T= Teacher only</i>
<i>P= Practice</i>
<i>A= Apply</i>

Basic Operations of District Network and Hardware

	K	1	2	3	4	5	6	7	8	9 through 12	
Handle and care of computer	I	P	P	P	P	P	P	A	A	A	
Proper use, storage and care of laptops/tablet	T	I	P	P	P	A	A	A	I	A	
Ethical Use of Network and applications	I	P	P	P	P	P	P	P	P	A	
Utilize Windows Explorer for file and folder management								I	P	A	
Explain purpose of AUP and the consequences of inappropriate use		I	P	P	P	P	P				
Mouse Skills: point, click and drag	I	P	P	A	A	A	A	A	A	A	
Keyboard commands and Shortcuts								I	P	A	
Advanced right click menus			I	P	P	P	P	P	P	A	
Log in – Log out, navigate programs via network	I	P	P	P	A	A	A	I	P	A	
Open and quit applications	I	P	P	A	A	A	A	A	A	A	
Use drop down menus	I	P	P	P	A	A	A	A	A	A	
Name documents	I	P	A	A	A	A	A	A	A	A	
Save/retrieve documents	I	P	P	A	A	A	A	A	A	A	
Printers: print preview and select network printer	T	I	P	P	A	A	A	A	A	A	
Navigate multiple open programs				I	P	P	A	A	A	A	
Recognize use of LCD projection equipment	T	T	T	T	T	T	T	T	T	T	
Recognize use of video-conferencing equipment	T	T	T	T	T	T	T	T	T	T	
Understand appropriate etiquette for video conferencing								?	?	?	
In all applications, use help menu							I	P	P	A	

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Keyboarding

	K	1	2	3	4	5	6	7	8	9 through 12
Explore Keyboard	I	P	P	P	P	P	P	P	P	A
Left and Right Hand keys		I	P	P	P	P	P	P	P	P
Explore Home Row			I	P	P	P	P	P	P	A
Home Row and standard fingering				I	P	P	P	P	P	A
Improve accuracy and technique					I	P	P	P	P	A

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Word Processing

	K	1	2	3	4	5	6	7	8	9 through 12
Create a new document, enter text correctly		I	P	P	A	A	A	A	A	A
Edit text, spell check, thesaurus			I	P	P	P	A	A	A	A
Advanced editing; cut, copy, paste			I	P	P	P	P	A	A	A
Format text: alignment, font, sizes, styles, spacing, line spacing, tabs			I	P	P	P	P	A	A	A
Format documents: columns, headers, footers, page numbers					I	P	P	P	P	A
Use toolbars and toolboxes	I	P	P	P	P	A	A	A	A	A
Graphics: insert, position, resize			I	P	A	A	A	A	A	A
Cite references				I	P	P	P	P	P	A
Utilize graphic organizers/outlines		I	P	P	P	P	P	P	P	A

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Spreadsheets and Graphs

	K	1	2	3	4	5	6	7	8	9 through 12
Enter survey data to create a graph		I	P	P	P	P	P	P	P	A
Create a spreadsheet and enter data correctly			I	P	P	P	P	P	P	A
Create a graph from spreadsheet data			I	P	P	P	P	P	P	A
Use formula						I	P	P	P	P

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Databases

	K	1	2	3	4	5	6	7	8	9 through 12
Create and Identify purpose of database									I	P
Sort, search, arrange data in a database									I	P
Create and decipher queries									I	P
Utilize forms for entering data									I	P
Create appropriate reports from tables									I	P
Use subscription database									I	P
Create a proper citation of sources									I	P

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Information Literacy and Resources

	K	1	2	3	4	5	6	7	8	9 through 12
Personal Security and Safety on the Internet	T	I	P	P	P	P	P	P	P	A
Ethical and legal responsibilities of the Internet		I	P	P	P	P	P	P	P	A
Understand and use digital information and avoid plagiarism			I	P	P	P	P	P	P	A
Recognize and practice responsible use of copyrighted material				I	P	P	P	P	P	
Navigate and use District Web Site	I	P	P	P	P	P	P	I	P	A
Navigate web browser	I	P	P	P						A
Use internet searching strategies				I	P	P	P	P	P	A
Evaluate internet websites					I	P	P	P	P	A
Navigate and use River Dell E-Boards								I	P	A
Access and participate in online projects/web quests		I	P	P	P	P	P	P	P	P

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Multi-Media Presentations

	K	1	2	3	4	5	6	7	8	9 through 12
Create content based slide shows	I	P	P	P	P	P	P	A	A	A
Illustrate using drawing/Paint skills	I	P	P	P	A	A	A	A	A	A
Introduce digital camera	I	P	P	P	P	P	P	P	P	P
Scan photos and illustrations to include in projects								I	P	A
Create and edit a movie						T	T			
Create webpage								I	P	A
Design and layout Webpage using HTML code								I	P	

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Technological Literacy in Society

	K	1	2	3	4	5	6	7	8	9 through 12
History of the computer and the internet								I	P	
How a computer works								I	P	
Design Process and Impact (Concato/Graffagnino)										
Systems in the designed world										

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