

DIOCESE OF JEFFERSON CITY CURRICULUM GUIDE

TECHNOLOGY STANDARDS		K	1	2	3	4	5	6	7	8
Standard A: Acceptable Use and Ethical Standards										
A.1	Understand and sign the Acceptable Use Policy of the school	I	D	D	D	D	D	M	R	R
A.2	Understand ethical behavior relating to security, privacy, and passwords	I	D	D	D	D	D	M	R	R
A.3	Understand ethical behavior relating to other's work on the internet				I	D	D	M	R	R
A.4	Understand copyright guidelines			I	D	D	M	R	R	R
A.5	Respect and credit the work of others				I	D	M	R	R	R
A.6	Identify violations of the copyright law				I	D	D	M	R	R
Standard B: Orientation and Introduction										
B.1	Understand uses of technology at home and at school	I	D	D	D	D	M	R	R	R
B.2	Use computer terminology appropriately	I	D	D	D	D	D	M	R	R
B.3	Handle hardware properly	I	D	D	D	D	M	R	R	R
B.4	Use and care properly for mass storage devices	I	D	D	D	D	M	R	R	R
B.5	Demonstrate the ability to use the printer	I	D	D	D	D	M	R	R	R
B.6	Identify and use the parts of a computer	I	D	D	D	D	M	R	R	R
B.7	Use the keyboard (Enter/Return, Spacebar, arrow keys, Esc, Tab, etc.)	I	D	D	D	M	R	R	R	R
B.8	Use the mouse (point & click, double click, click and drag)	I	D	D	D	M	R	R	R	R
B.9	Use the left and right mouse buttons for specific tasks (if using windows)				I	D	D	M	R	R
B.10	Recognize desktop icons and their functions			I	D	D	M	R	R	R

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Standard C: Technology Navigation										
C.1	Move from <i>Start</i> or icons to programs	I	D	D	D	M	R	R	R	R
C.2	Insert mass storage device and open program or file	I	D	D	D	D	M	R	R	R
C.3	Open file folder	I	D	D	D	M	R	R	R	R
C.4	Click on a hyperlink and find activity	I	D	D	D	M	R	R	R	R
C.5	Create, name, and save files			I	D	D	M	R	R	R
C.6	Use the <i>Save As</i> and <i>Save</i> commands			I	D	D	M	R	R	R
C.7	Perform tasks using menus, buttons, and shortcuts				I	D	D	M	R	R
C.8	Use horizontal and vertical scroll bars				I	D	M	R	R	R
C.9	Exit application and close down workstation				I	D	M	R	R	R
Standard D: Networking										
D.1	Explain the difference between non-networked and networked computers				I	D	D	M	R	R
D.2	Identify the functions of a server, server software, and workstation				I	D	D	D	M	R
D.3	Understand the functions of various network protocols					I	D	D	D	M
Standard E: Word Processing										
E.1	Begin a Word processing program	I	D	D	D	M	R	R	R	R
E.2	Create an original document	I	D	D	D	D	M	R	R	R
E.3	Demonstrate ability to minimize/maximize windows	I	D	D	D	M	R	R	R	R
E.4	Move the cursor around the screen	I	D	D	D	M	R	R	R	R
E.5	Use the mouse to navigate through the document	I	D	D	D	M	R	R	R	R
E.6	Use buttons, tools and scroll bars	I	D	D	D	D	M	R	R	R
E.7	Insert text or graphics	I	D	D	D	D	M	R	R	R
E.8	Delete words, characters, and text	I	D	D	D	D	M	R	R	R
E.9	Produce a printed copy of a document	I	D	D	D	D	M	R	R	R

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Standard E: Word Processing										
E.10	Use tool bar	I	D	D	D	D	M	R	R	R
E.11	Save to file or mass storage device	I	D	D	D	D	D	M	R	R
E.12	Use headers and footers				I	D	D	M	R	R
E.13	Insert page numbers					I	D	M	R	R
E.14	Change the basic format of a paragraph				I	D	D	M	R	R
E.15	Use appropriate grade level vocabulary for word application	I	D	D	D	D	M	R	R	R
E.16	Type a full page of text with minimal errors				I	D	D	M	R	R
E.17	Use the cut, copy, and paste commands					I	D	D	M	R
E.18	Move files					I	D	D	M	R
E.19	Rename files					I	D	D	M	R
E.20	Explain and use <i>text wrap</i>						I	D	M	R
E.21	Use <i>Track Changes</i> command						I	D	D	M
E.22	Identify insertion point and reposition it with I-beam pointer, arrow keys, and keyboard shortcuts				I	D	D	M	R	R
E.23	Format paragraphs (indentations, spacing, alignment, line and page breaks)					I	D	D	M	R
E.24	Format characters (font, size, color, bold, italic, underline)				I	D	D	M	R	R
E.25	Select, insert, and delete text				I	D	D	M	R	R
Standard F: Page Setup and Printing										
F.1	Set document margins					I	D	M	R	R
F.2	Set page orientation (portrait, landscape)					I	D	M	R	R
F.3	Use ruler for formatting document					I	D	M	R	R
F.4	Recognize and correct widows and orphans					I	D	M	R	R
F.5	Use headers and footers						I	D	M	R
F.6	Insert page and section breaks						I	D	D	M
F.7	Select appropriate paper size (letter or legal)					I	D	M	R	R
F.8	Select number of copies					I	D	M	R	R

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Standard F: Page Setup and Printing										
F.9	Select page range					I	D	M	R	R
F.10	Explain rules for printing, such as asking permission and hitting <i>Print</i> button once		I	D	D	D	M	R	R	R
F.11	Demonstrate how to print a document		I	D	D	D	M	R	R	R
Standard G: Presentation of Information										
G.1	Create a simple slide	I	D	D	D	M	R	R	R	R
G.2	Create a slide show using design template				I	D	D	M	R	R
G.3	Change slide layout and design (including color and animations)					I	D	D	M	R
G.4	Apply slide transitions and timings				I	D	D	M	R	R
G.5	Add sound and graphics to the slides				I	D	D	M	R	R
G.6	Add and edit text on slides				I	D	D	D	M	R
G.7	Set up and run a slideshow				I	D	D	D	D	M
G.8	Switch between different views (normal, slide sorter, slide show)					I	D	D	D	M
G.9	Develop multimedia presentation with sources cited					I	D	D	D	M
Standard H: Accessing Reference Information										
H.1	Use electronic reference tools	I	D	D	D	D	M	R	R	R
H.2	Navigate teacher approved websites	I	D	D	D	M	R	R	R	R
H.3	Enter a URL				I	D	D	M	R	R
H.4	Perform simple searches				I	D	M	R	R	R
H.5	Evaluate acquired information for validity and usefulness				I	D	D	D	M	R
H.6	Create and use <i>Favorites</i>					I	D	D	M	R
H.7	Utilize Web directory categories to find information						I	D	D	M
H.8	Cut and paste from reference to another document				I	D	D	D	M	R

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Standard I: Workplace Technology										
I.1	Create documents using appropriate publishing software	I	D	D	D	D	M	R	R	R
I.2	Collaborates with classmates as a team member				I	D	M	R	R	R
I.3	Describe technology and technological skills needed for the workplace					I	D	D	D	D
I.4	Evaluate a project in terms of both content and format	I	D	D	D	D	M	R	R	R
Standard J: Utilizing Other Technology										
J.1	Operate basic audio equipment as appropriate to grade level	I	D	D	D	M	R	R	R	R
J.2	Operate basic technology equipment as appropriate to grade level	I	D	D	D	M	R	R	R	R
Standard K: Social and Human Issues										
K.1	Understand safety issue in relation to internet sites/predators			I	D	D	M	R	R	R
K.2	Perform safe behaviors when using technology			I	D	M	R	R	R	R
K.3	Use appropriate language and etiquette when using any form of electronic communication			I	D	M	R	R	R	R
Standard L: Technology Tips										
L.1	Follow directions as given during classroom instruction			I	D	M	R	R	R	R
L.2	Utilize shortcuts as the teacher instructs			I	D	M	R	R	R	R
L.3	Realize that unusual messages on the screen need to be reported to teacher			I	D	M	R	R	R	R
L.4	Operate basic technology equipment as appropriate to grade level			I	D	M	R	R	R	R

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Standard M: Keyboarding										
M.1	Recognize letters, numbers, and symbols on the keyboard	I	D	D	D	D	M	R	R	R
M.2	Locate and use the numbers and letters on the keyboard	I	D	D	D	D	M	R	R	R
M.3	Demonstrate proper hand, finger, and body position			I	D	D	M	R	R	R
M.4	Use correct finger reaches from home row keys to top/bottom row keys				I	D	D	M	R	R
M.5	Types a minimum of 35 words per minute with two or less mistakes					I	D	D	D	M
M.6	Demonstrate proper use of special keys (home row, tab, shift, delete, arrow)					I	D	D	M	R
M.7	Use top row and numeric keypad for numeric keying						I	D	D	M
Standard N: Worksheets (Spreadsheets)										
N.1	Identify intended use (analyze data and solve problems)					I	D	D	M	R
N.2	Create a new workbook					I	D	D	M	R
N.3	Open, modify, and save an existing workbook				I	D	D	D	M	R
N.4	Identify cells, columns, rows, and ranges					I	D	M	R	R
N.5	Add and edit data in cells					I	D	M	R	R
N.6	Change fonts in worksheet				I	D	D	D	M	R
N.7	Apply currency and percent styles to numbers					I	D	D	M	R
N.8	Change column width and row height				I	D	D	M	R	R
N.9	Create simple formulas to add, subtract, multiply, and divide						I	D	M	R
N.10	Create charts						I	D	M	R
N.11	Sort data					I	D	D	D	M
N.12	Utilize mail merge to create address labels					I	D	D	D	M

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