

**TECHNOLOGY (UPK-12)**  
**Essential Standards/Skills List for May & June**

<b>Course</b>	<b>Grade</b>	<b>Essential Skills/Standards in May</b>	<b>Essential Skills/Standards in June</b>
Technology	UPK	Moves the mouse with purpose and control on the screen.  Left clicks objects with control.	Clicks and drags objects on the screen.  Double clicks to open icons on the desktop.
Technology	K	Starts and shuts down a computer properly (Start, Power, Shut Down).  Adjusts the volume on the taskbar.	Signs into a computer using a basic username and password.  Opens an icon on the desktop by double clicking.
Technology	1	Saves files to a folder.  Retrieves files from a folder.	Signs into a computer using a unique username and basic password.  Can locate letters on the keyboard and type words.
Technology	2	Uses both hands to type on the keyboard.  Understands the difference and is able to sign out vs. shut down a computer properly.	Signs into a computer using a unique username and password from memory.  Can copy and paste images and words.
Technology	3	Is able to navigate Google Classroom independently.  Adds websites to bookmark bar.	Can copy and paste images, words, and sentences.  Opens websites from bookmarks.
Technology	4	Toggles back and forth between two tabs in a browser.  Types with both hands on the home row.	Searches a browser for specific websites and content.  Practices safe internet browsing (reporting, cyberbullying, online predators).
Technology	5	Manages file explorer by creating folders, moving and deleting files.  Uses Gmail to send and receive appropriate email.	Manages Google Drive by creating folders, moving, and deleting files.  Able to use Google Slides to edit a presentation.
Technology	6	Able to use Google Slides to create a presentation.  Manages bookmarks by adding, renaming, and deleting.	Able to research a topic and provide accurate reference information (title, author, web address, and date).  Understands and practices internet safety, etiquette, and follows copyright, public domain, and plagiarism rules.
Technology	7	Problem Solving using Computers Use Google Earth to locate specific locations and apply the information to a document to share. Complete various assignments while checking email and uploading documents.	Students will learn more about Digital Citizenship and being safe while using technology. Specific areas are Cyber Bullying, Personal Information, Passwords, and Posting content.
Technology	8	Problem Solving using Computers Learn Excel and PowerPoint skills while following video and written instructions to create specific outcomes.	Problem Solving using Computers Learn PowerPoint skills while following video and written instructions to create specific outcomes.
Video	10-12	Produce video and show competent video	Produce video and show competent video

Production		editing skills. Managing and uploading content and thumbnails.	editing skills. Managing and uploading content and thumbnails.
Intro to Computer Science 1	10-11	Improve JavaScript skills and apply these skills to complete a simple program.	Improve JavaScript skills and apply these skills to complete a simple program. Then apply skills to create an interactive program that a user can easily use.
Intro to Computer Science 2	11-12	Use problem solving skills and learn a new coding language that is a mix between Javascript and Game Maker.	Apply skills that are learned using previous JavaScript, Python, and Game Maker skills to create a user friendly program/game.
Word Processing	9-12	<p><b>Unit/Theme Major Content/Skills</b></p> <ul style="list-style-type: none"> <li>Type 36/5/5e</li> <li>Language Arts-Refine proofreading skills &amp; correctly interpret proofreader marks. Use punctuation and grammar correctly. Improve composing &amp; spelling skills</li> <li>Document Processing</li> </ul> <p><b>Unit Common Core Standards/Reading Connection:</b> Follow precisely a multi-step procedure when performing a technical task (correct formatting)</p> <p><b>Individual Lesson Content/Skills:</b>  Format Business Letters with enclosure notations, Format Envelopes, Format Memos, Refine Language Arts in capitalization  Format Boxed Tables, Refine Language Arts in punctuation, Format Open Tables w/ column headings, Format ruled tables with number columns  Left Bound Business Reports with Footnotes, Reports in APA Style, Reports in MLA Style, Report Citations, Preliminary Report Pages</p>	<p><b>Unit/Theme Major Content/Skills</b></p> <ul style="list-style-type: none"> <li>Type 40/5/5e</li> <li>Language Arts-Refine proofreading skills &amp; correctly interpret proofreader marks. Use punctuation and grammar correctly. Improve composing &amp; spelling skills</li> <li>Document Processing</li> </ul> <p><b>Unit Common Core Standards/Reading Connection:</b> Follow precisely a multi-step procedure when performing a technical task (correct formatting)</p> <p><b>Individual Lesson Content/Skills:</b>  Personal Titles and Complimentary Closings in Letters, Personal Business Letters, Memos with List. Letters with Copy Notations, Letters in Modified Block Style  Traditional Resumes, Electronic Resumes, Letter of Application, Follow-Up Letters  Integrated Employment Project Assessment</p>
Computer Theory	9-12	<p><b>PowerPoint</b></p> <ul style="list-style-type: none"> <li>Transfer general skills use in WORD and EXCEL to create and/or enhance a POWERPOINT Presentation.</li> <li>Insert Objects, hyperlinks, videos, audio, into PowerPoint.</li> <li>Creating custom layouts.</li> <li>Create a PowerPoint Presentation from scratch.</li> </ul>	<p><b>Computer Programming</b></p> <ul style="list-style-type: none"> <li>Learn how to program a computer game using a piece of software called "GameMaker Studio 2"</li> <li>Introduce students to the 3 constructs of programming (sequencing, selection statements and iteration), variables and the programming concept of inheritance.</li> <li>Program their own 2D game.</li> </ul>
Webpage Design	9-12	<p><b>Creating Tables in Website:</b></p> <ul style="list-style-type: none"> <li>Define Elements and steps to code a table.</li> <li>Create borders and borderless tables and be able to insert text.</li> <li>Add backgrounds to rows and cells.</li> <li>Create headings that span rows.</li> <li>Create horizontal rows and horizontal alignment.</li> </ul> <p><b>Creating an Image Map</b></p> <ul style="list-style-type: none"> <li>Understand the difference between server side and client side image maps.</li> <li>Insert image maps and sketch hotspots on an image.</li> <li>Describe X &amp; Y Coordinates related to horizontal and vertical alignment.</li> </ul>	<p><b>Using Frames in Websites</b></p> <ul style="list-style-type: none"> <li>Layout and design a frame structure.</li> <li>Use FRAMESET Tags and FRAME tags</li> <li>Change Frame Scrolling Options and set frame rows and columns.</li> <li>Create a navigation menu page with text links.</li> <li>Create a home page with html and also be able to edit and enhance html structure in a WISIWIG Editor.</li> </ul>

		<ul style="list-style-type: none"> <li>• Create a home page and additional pages.</li> <li>• Use MAP Tags, AREA Tags, and change color links.</li> </ul>	
College Accounting	9-12	<p><b>Depreciation</b></p> <ul style="list-style-type: none"> <li>• Determine Cost of Plant Assets and calculate expenditures during useful life</li> <li>• Understand factors in computing depreciation</li> <li>• Understand and calculate depreciation using multiple methods and be able to revise depreciation.</li> <li>• Explain how to account for the retirement of plant assets and the sale of plant assets</li> <li>• Describe how to account for natural resources and intangible assets.</li> <li>• Report and analyze plant assets, natural resources, and intangible resources on financial statements.</li> </ul>	<p><b>Liabilities and Payroll</b></p> <ul style="list-style-type: none"> <li>• Explain how to account for current liabilities: Notes Payable, Sales Tax Payable, Unearned Revenues, and the maturity of long-term debt.</li> <li>• Report Uncertainty of liabilities.</li> <li>• Determine and record payroll, employer payroll taxes.</li> <li>• Filing and remitting payroll taxes and internal control measures.</li> <li>• Review for College Final Exam.</li> </ul>

**LIBRARY (UPK-3)**  
**Essential Standards/Skills List for May & June**

<b>Course</b>	<b>Grade</b>	<b>Essential Skills/Standards in May</b>	<b>Essential Skills/Standards in June</b>
Library	UPK	Engages in listening to a read aloud.  Answers questions about a story.	Identifies the main parts of a book (covers, spine, and title).  Retells parts of a story.
Library	K	AASL Standard A. Think, III. Explore: Learners develop and satisfy personal curiosity by: 1. Reading widely and deeply in multiple formats and write and create for a variety of purposes. 2. Reflecting and questioning assumptions and possible misconceptions. 3. Engaging in inquiry-based processes for personal growth.	A. Think, III. Explore: Learners develop and satisfy personal curiosity by: 1. Reading widely and deeply in multiple formats and write and create for a variety of purposes. 2. Reflecting and questioning assumptions and possible misconceptions. 3. Engaging in inquiry-based processes for personal growth.
Library	1	Identifies the role of the author and illustrator.  Retells the sequence of events in a story.	Reads independently at or close to grade level.  Reads a variety of text, fiction and nonfiction.
Library	2	A. Think, III. Explore: Learners develop and satisfy personal curiosity by: 1. Reading widely and deeply in multiple formats and write and create for a variety of purposes. 2. Reflecting and questioning assumptions and possible misconceptions. 3. Engaging in inquiry-based processes for personal growth.	A. Think, III. Explore: Learners develop and satisfy personal curiosity by: 1. Reading widely and deeply in multiple formats and write and create for a variety of purposes. 2. Reflecting and questioning assumptions and possible misconceptions. 3. Engaging in inquiry-based processes for personal growth.
Library	3	Puts letters in alphabetical order.  Reads a variety of genres (humor, adventure, sports, sci fi, etc.)	Puts words in alphabetical order.  Reads independently at or close to grade level.