

# Forest Park School District Technology Plan

## Appendix A

### Forest Park Technology Curriculum Overview

# Forest Park Schools Technology Curriculum Overview

## Kindergarten

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### OVERALL EXPECTATIONS

By the end of *Kindergarten* students will:

- Navigate through a given software program
  - Identify a keyboard, monitor, disk, disk drive, and mouse
  - Operate a mouse correctly
  - Learn the basic operation of the computer
  - Run age-appropriate software
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### SPECIFIC EXPECTATIONS

Students will:

<b>Keyboarding</b> <ul style="list-style-type: none"><li>• Identify the keyboard layout</li></ul>	<b>Operating the Computer</b> <ul style="list-style-type: none"><li>• Use mouse</li><li>• Identify monitor, keyboard, disk, and disk drive</li><li>• Open and run a software program</li><li>• Recognize icons</li></ul>	<b>Graphics</b> <ul style="list-style-type: none"><li>• Create free form images</li><li>• Create background for images</li></ul>
<b>Multimedia</b> <ul style="list-style-type: none"><li>• Definition and demonstration of multimedia software</li></ul>	<b>Word Processing</b> <ul style="list-style-type: none"><li>• Definition and demonstration of word processing software</li></ul>	<b>Internet</b> <ul style="list-style-type: none"><li>• Browse a specified website</li></ul>

# Forest Park Schools Technology Curriculum Overview

## First Grade

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### OVERALL EXPECTATIONS

By the end of *First Grade* students will:

- Learn the basic operation of the computer
  - Run age-appropriate software
  - Identify some very basic keyboarding techniques
  - Manipulate simple graphics
  - Be able to access the Internet
  - Be able to use appropriate terminology
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### SPECIFIC EXPECTATIONS

Students will:

<b>Keyboarding</b> <ul style="list-style-type: none"><li>• Identify letters of the alphabet</li><li>• Identify right and left hand side of the keyboard</li><li>• Use space bar and basic function keys</li></ul>	<b>Operating the Computer</b> <ul style="list-style-type: none"><li>• Turn on computer</li><li>• Log on/off</li><li>• Use mouse</li><li>• Turn off computer</li><li>• Identify monitor, keyboard, disk drive, printer</li><li>• Open and close programs</li><li>• Open and run applications</li><li>• Recognize icons</li></ul>	<b>Graphics</b> <ul style="list-style-type: none"><li>• Create free-form images</li><li>• Create images using geometric forms</li><li>• Modify images (color, pen, fill)</li></ul>
<b>Multimedia</b> <ul style="list-style-type: none"><li>• Be exposed to some multimedia program</li></ul>	<b>Word Processing</b> <ul style="list-style-type: none"><li>• Enter word</li><li>• Enter sentence</li><li>• Use fonts</li><li>• Use styles</li></ul>	<b>Internet</b> <ul style="list-style-type: none"><li>• Access internet</li><li>• Browse a specified website</li></ul>

# Forest Park Schools Technology Curriculum Overview

## Second Grade

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### OVERALL EXPECTATIONS

By the end of *Second Grade* students will:

- Learn the basic operation of the computer
  - Run age-appropriate software
  - Manipulate simple graphics
  - Be able to access the Internet
  - Be able to use appropriate terminology
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### SPECIFIC EXPECTATIONS

Students will:

<b>Keyboarding</b>	<b>Operating the Computer</b>	<b>Graphics</b>
<ul style="list-style-type: none"> <li>• Identify letters of alphabet</li> <li>• Identify right and left Hand side of keyboard</li> <li>• Use space bar and return and enter keys</li> <li>• Identify keys for right and left of keyboard</li> <li>• Enter simple words</li> <li>• Use escape, control and basic function keys</li> </ul>	<ul style="list-style-type: none"> <li>• Turn on the computer</li> <li>• Use mouse</li> <li>• Turn off computer</li> <li>• Identify monitor, printer, keyboard, and disk drive</li> <li>• Open and close programs</li> <li>• Open and run applications</li> <li>• Print files</li> <li>• Save files</li> <li>• Retrieve files</li> <li>• Recognize icons</li> </ul>	<ul style="list-style-type: none"> <li>• Create free form images</li> <li>• Create geometric images using geometric forms</li> <li>• Modify images (color, pen, fill)</li> </ul>
<b>Multimedia</b>	<b>Word Processing</b>	<b>Internet</b>
<ul style="list-style-type: none"> <li>• Be exposed to some multimedia program</li> </ul>	<ul style="list-style-type: none"> <li>• Enter word</li> <li>• Enter sentence</li> <li>• Use fonts</li> <li>• Use styles</li> <li>• Edit</li> <li>• Delete</li> <li>• Insert</li> </ul>	<ul style="list-style-type: none"> <li>• Access internet</li> <li>• Browse a specified website</li> </ul>

# Forest Park Schools Technology Curriculum Overview

## Third Grade

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### OVERALL EXPECTATIONS

By the end of *third grade* students will:

- Learn the basic operation of the computer
  - Run age-appropriate software
  - Identify correct keyboarding techniques
  - Manipulate graphics
  - Be able to access the Internet
  - Create simple multimedia presentations
  - Be able to use appropriate terminology
- 

### SPECIFIC EXPECTATIONS

Students will:

<b>Keyboarding</b> <ul style="list-style-type: none"><li>• Enter simple words</li><li>• Use escape, control and basic function keys</li><li>• Use proper finger position including home row keys</li><li>• Correct posture</li><li>• Simple sentences</li></ul>	<b>Operating the Computer</b> <ul style="list-style-type: none"><li>• Open and close programs</li><li>• Open and run applications</li><li>• Save files</li><li>• Retrieve files</li><li>• Print files</li></ul>	<b>Graphics</b> <ul style="list-style-type: none"><li>• Create images</li><li>• Modify images (color, pen, fill)</li><li>• Add text to image</li></ul>
<b>Multimedia</b> <ul style="list-style-type: none"><li>• Be exposed to some multimedia program</li><li>• Create simple multimedia presentation (ex. Kidpix, Storybook Weaver).</li></ul>	<b>Word Processing</b> <ul style="list-style-type: none"><li>• Enter word</li><li>• Enter sentence</li><li>• Use fonts/styles</li><li>• Edit</li><li>• Insert and delete</li><li>• Cut, copy and paste</li></ul>	<b>Internet</b> <ul style="list-style-type: none"><li>• Access the Internet</li><li>• Browse a specified website</li></ul>

# Forest Park Schools Technology Curriculum Overview

## Fourth Grade

### OVERALL EXPECTATIONS

By the end of *fourth grade* students will:

- Open and run age-appropriate software
- Demonstrate correct keyboarding techniques
- Receive an introduction to word processing
- Manipulate graphics
- Receive an introduction to Internet searches
- Create simple multimedia and HTML presentations
- Research using the computer
- Be able to use appropriate terminology
- Compose a report using word processing skills
- Sign Internet use regulations

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### SPECIFIC EXPECTATIONS

Students will:

<b>Database/Spreadsheets/Multimedia</b>	<b>Operating the Computer</b>	<b>Graphics</b>
<ul style="list-style-type: none"> <li>• Create simple spreadsheets and graphs</li> <li>• Create simple multi-media presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Open and run applications</li> <li>• Open and save files to different drives</li> <li>• Print files</li> </ul>	<ul style="list-style-type: none"> <li>• Create images</li> <li>• Modify images (color, pen, fill)</li> <li>• Add text to image</li> <li>• Create animation</li> <li>• Manipulate graphic</li> </ul>
<b>Keyboarding</b>	<b>Word Processing</b>	<b>Internet</b>
<ul style="list-style-type: none"> <li>• Use escape, control and basic function keys</li> <li>• Use proper finger position on home row keys</li> <li>• Correct posture</li> <li>• Use proper stroking for each letter</li> <li>• Identify usage of shift keys</li> <li>• Keyboard word lists</li> <li>• Type 10 wpm</li> </ul>	<ul style="list-style-type: none"> <li>• Enter sentence</li> <li>• Use font/styles</li> <li>• Use tabs and margins</li> <li>• Indent</li> <li>• Double space</li> <li>• Use bold, italics, etc.</li> <li>• Edit</li> <li>• Insert and delete</li> <li>• Cut, copy and paste</li> <li>• Use spell check</li> <li>• Use thesaurus</li> <li>• Function of shift key</li> </ul>	<ul style="list-style-type: none"> <li>• Access internet</li> <li>• Browse a website</li> <li>• Use search engines</li> <li>• Use search tips – and, or, not</li> <li>• Understand how plagiarism applies to the Internet</li> </ul>

# Forest Park Schools Technology Curriculum Overview

## Fifth Grade

### OVERALL EXPECTATIONS

By the end of *fifth grade* students will:

- Open and run age-appropriate software
- Demonstrate correct keyboarding techniques
- Show ability with word processing
- Manipulate graphics
- Show familiarity with Internet searches
- Create simple multimedia and HTML presentations
- Research using the computer
- Be able to use appropriate terminology
- Compose a report using word processing skills
- Sign Internet use regulations

### SPECIFIC EXPECTATIONS

Students will:

Database/Spreadsheets/Multimedia	Operating the Computer	Graphics
<ul style="list-style-type: none"> <li>• Create simple spreadsheets and graphs</li> <li>• Use database terms: row, column, cell</li> <li>• Create simple multi-media presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Open and run applications</li> <li>• Open and save files to different drives</li> <li>• Print files</li> <li>• Minimize, maximize and resize windows</li> </ul>	<ul style="list-style-type: none"> <li>• Create/modify images</li> <li>• Add text to image</li> <li>• Manipulate graphic</li> </ul>
Keyboarding	Word Processing	Internet
<ul style="list-style-type: none"> <li>• Use escape, control and basic function keys</li> <li>• Use proper finger position on home row keys</li> <li>• Correct posture</li> <li>• Use proper stroking for each letter</li> <li>• Identify usage of shift keys</li> <li>• Keyboard word lists</li> <li>• Use proper techniques</li> <li>• Increase speed and accuracy</li> <li>• Use shift numerals and symbols</li> <li>• Type 10-15 wpm</li> </ul>	<ul style="list-style-type: none"> <li>• Enter sentence</li> <li>• Use font/styles</li> <li>• Use tabs and margins</li> <li>• Indent</li> <li>• Double space</li> <li>• Edit</li> <li>• Save files</li> <li>• Retrieve files</li> <li>• Print files</li> <li>• Insert and delete</li> <li>• Cut, copy and paste</li> <li>• Use spell check</li> <li>• Use thesaurus</li> <li>• Bullets, numbering</li> </ul>	<ul style="list-style-type: none"> <li>• Access internet</li> <li>• Browse a website</li> <li>• Use search engines and directories (example: yahoooligans.com)</li> <li>• Use search tips – and, or, not</li> <li>• Understand how plagiarism applies to the Internet</li> </ul>

# Forest Park Schools Technology Curriculum Overview

## 6<sup>th</sup> Grade Computers/Careers

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### OVERALL EXPECTATIONS

By the end of *Class/Grade* students will:

- Understand what is and is not ethical in regards to computer use
  - Demonstrate correct keyboarding techniques
  - Show familiarity with internet searches
  - Demonstrate ability to use Microsoft Word
  - Explain log-in password importance
  - Review cyber safety
  - Increase keyboarding skills using Type to Learn
  - Follow the policies as described in the Forest Park student handbook
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### SPECIFIC EXPECTATIONS

Students will:

Create a newsletter using Microsoft Publisher

Create a timeline of their life using a template

Create a basic spreadsheet using nutrition facts from fast food restaurants

Word process a nutrition report after doing research on a specific topic

<p><b>Keyboarding</b></p> <ul style="list-style-type: none"> <li>• Use proper finger position</li> <li>• Use correct posture</li> <li>• Use escape, control and basic function keys</li> <li>• Keyboard word lists</li> <li>• Increase speed and accuracy</li> </ul>	<p><b>Operating the Computer</b></p> <ul style="list-style-type: none"> <li>• Open and run applications</li> <li>• Open and save files</li> <li>• Print files</li> <li>• Apply simple troubleshooting strategies</li> <li>• Use templates to create documents</li> </ul>	<p><b>Graphics</b></p> <ul style="list-style-type: none"> <li>• Create and modify images</li> <li>• Add text to images</li> <li>• Manipulate graphics</li> <li>• Design an advertisement</li> </ul>
<p><b>Multimedia</b></p> <ul style="list-style-type: none"> <li>• Create basic multimedia presentations</li> </ul>	<p><b>Word Processing</b></p> <ul style="list-style-type: none"> <li>• Format documents</li> <li>• Edit documents</li> <li>• Insert and delete</li> <li>• Use spellcheck</li> <li>• Change fonts/styles</li> <li>• Create and use bullets</li> <li>• Insert watermarks</li> <li>• Use thesaurus</li> <li>• Cut, copy and paste</li> </ul>	<p><b>Internet</b></p> <ul style="list-style-type: none"> <li>• Access Internet</li> <li>• Browse a website using search engines</li> <li>• Understand how plagiarism applies to the internet</li> <li>• Send and receive e-mail using e-pals</li> </ul>



# Forest Park Schools Technology Curriculum Overview

## 7<sup>th</sup> Grade Computers/Careers

### OVERALL EXPECTATIONS

By the end of *Class/Grade* students will:

- Demonstrate correct keyboarding techniques
- Show ability with word processing
- Understand ethical behavior when using computers
- Show proficiency with internet web searches
- Demonstrate an understanding of the impact of information technology on individuals, careers, and society
- Compose a report using word processing skills
- Follow the internet use policies as described in the Forest Park student handbook

### SPECIFIC EXPECTATIONS

Students will:

Create a lesson plan for a Human Services Project

Create a visual for the Human Services Project

Create a newsletter using Publisher for the Arts and Communications Project

<b>Internet</b>	<b>Word Processing</b>	<b>Graphics</b>
<ul style="list-style-type: none"> <li>• Use search engines</li> <li>• Understand how plagiarism applies to the internet</li> <li>• Understand safety procedures when using the internet</li> <li>• Follow the guidelines in the Forest Park handbook when using the internet</li> <li>• Research cost analysis of building supplies for the Engineering Pathway project</li> <li>• Use templates to create a floorplan for the Engineering Pathway project</li> </ul>	<ul style="list-style-type: none"> <li>• Use fonts and styles</li> <li>• Edit</li> <li>• Insert and delete</li> <li>• Cut, copy, and paste</li> <li>• Use spellcheck</li> <li>• Use grammar check</li> <li>• Use thesaurus</li> <li>• Compose report</li> <li>• Format</li> <li>• Create layouts</li> </ul>	<ul style="list-style-type: none"> <li>• Create and modify images</li> <li>• Add text to image</li> <li>• Manipulate graphics</li> <li>• Export to word processing</li> <li>• Create a business card with a logo for the Arts and Communication project</li> <li>• Create an advertisement for their business in the Arts and Communication project</li> </ul>
<b>General Technology</b>	<b>Keyboarding</b>	<b>Multimedia</b>
<ul style="list-style-type: none"> <li>• Open and run applications</li> <li>• Follow the guidelines in the Forest Park handbook regarding computer use</li> </ul>	<ul style="list-style-type: none"> <li>• Use proper techniques</li> <li>• Increase speed and accuracy</li> <li>• Keyboard documents</li> </ul>	<ul style="list-style-type: none"> <li>• Create a powerpoint presentation of their business project.</li> </ul>

# Forest Park Schools Technology Curriculum Overview

## 8<sup>th</sup> Grade Computers/Careers

### OVERALL EXPECTATIONS

By the end of *Class/Grade* students will:

- Open and run age appropriate software
- Demonstrate correct keyboarding techniques with an increase in speed and accuracy
- Show proficiency with word processing
- Create spreadsheets and manipulate graphics
- Show proficiency with internet searches
- Create multimedia presentations
- Research the effect of a computer virus on various industries
- Be able to use appropriate terminology
- Use the MOIS system to create an Individual Education Plan
- Create a resume and a cover letter in the MOIS system
- Follow the guidelines in the Forest Park handbook regarding internet use

### SPECIFIC EXPECTATIONS

Students will:

Wordprocess a paper on the effects of computer viruses on school, business, health services, scientific research, or national defense.

Using various computer techniques students will create a business, create evaluation forms for employees, create a floorplan of the commercial business, produce advertising and promotional tools. Students will create a personalized business card for their business.

Using Excel, students will record and analyze results of a food experiment in the Natural Resources Pathway

<p><b>Word Processing</b></p> <ul style="list-style-type: none"> <li>• Use fonts/styles</li> <li>• Edit / Format</li> <li>• Insert and delete</li> <li>• Cut, copy, and paste</li> <li>• Spell - grammar check</li> <li>• Use thesaurus</li> <li>• Create layouts</li> <li>• Headers/Footers</li> <li>• Bullets</li> </ul>	<p><b>Operating the Computer</b></p> <ul style="list-style-type: none"> <li>• Open and run applications</li> <li>• Apply computer troubleshooting strategies</li> <li>• Use file management skills : file types, folders</li> </ul>	<p><b>Internet</b></p> <ul style="list-style-type: none"> <li>• Use search engines and directories</li> <li>• Understand how plagiarism applies to the internet</li> <li>• Understand the effect a virus has on various industries</li> <li>• Internet use for class project presentations</li> </ul>
<p><b>Graphics</b></p> <ul style="list-style-type: none"> <li>• Create/modify images</li> <li>• Add text to image</li> <li>• Manipulate graphics</li> <li>• Create graphs</li> </ul>	<p><b>Keyboarding</b></p> <ul style="list-style-type: none"> <li>• Use proper stroking</li> <li>• Keyboard papers and reports</li> <li>• Increase speed and accuracy</li> </ul>	<p><b>Multimedia</b></p> <ul style="list-style-type: none"> <li>• Create multimedia presentations</li> </ul>

# Forest Park Schools Technology Curriculum Overview

## Computer Application I

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### COARSE OVERVIEW

By the end of course students will: This course is an introductory course about the digital age, specifically computers, communications, the digitization of information and the exchange of digital information. Students will be exposed to many different software applications. They will learn how to properly research the internet, create digital presentations and videos, word process, create spreadsheets and databases.

### SPECIFIC EXPECTATIONS

Students will:

- Produce announcements, magazine covers, MLA documentation style manuscripts, letters, templates using Microsoft Word
- Create spreadsheets using relative and absolute formulas, web queries, and graphing using Microsoft Excel
- Create a personal database (address book) using Microsoft Access
- Create a PowerPoint presentation using the Master Slide specifications based on a personal interview. Inserting a music file or streamed video is a requirement as well as custom animations.
- Create a video (group or personal) using iMovie 4

Microsoft® Word	Microsoft® Excel	Microsoft® Access
Clip art, font changes, graphics, page set-up MLA and APA Documentation Style -margins, tabs, header/footer, footnotes, formatting paragraphs, hanging and first line indents, Works Cited page Wizards for Resumes Letterheads	Enter text and numbers Autosum Copy a cell to a range Apply the AutoFormat Chart Wizard AutoCalculate Correct errors Enter multiple lines of text Enter a formula Apply mathematical functions to formulas Format the worksheet Add conditional formatting Use a Web-query Freeze, insert, and delete cells Format numbers Use the NOW function Absolute cell references Use the IF function - on the basis of a logical test Answer what-if questions Use the Goal Seek command	Create a table add records Create/use a simple query Create/use a simple form Create/print simple form Create/print custom report Design to eliminate redundancy Create/run queries Include fields in design grid Create/use parameter queries Compound queries Sort data Join Tables Perform calculations Use grouping Create crosstab queries
Microsoft® PowerPoint	Multimedia	File Management
Slide Layout Using Wizards and Designs Master Slide Animation Effects Custom Animation Transition Inserting Music and Videos Scanning and inserting pictures Editing a Presentation Creating a Presentation from an Outline Notes and Handouts Features Interviewing Techniques	Camera angles Lighting Zooming and Panning Storyboarding Shooting Schedules Credits Copyright Laws Importing data Editing/Timeline Importing music Transitions	Saving and Retrieving Documents Searching for folders and files Printing

# Forest Park Schools Technology Curriculum Overview

## Computer Application II

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### COURSE OVERVIEW

Students taking Computer Applications II will be exposed to various software applications. An in-depth approach will be taken in the creation of documents and presentations. Emphasis will be placed on Desktop Publishing, editing photos, and web page design. MOUS (Microsoft Office User Specialist) prep test will be reviewed and students are expected to pass the sections.

### SPECIFIC EXPECTATIONS

Students will:

- Produce flyers, brochures, invitations, cards, placements, coupons, menus (Frillio's Pizza Simulation) using Microsoft Publisher and Adobe InDesign
- Edit photos using Adobe Photoshop
- Create a Web Page using FrontPage 2003
- Create Web Pages to aid the Advanced Web Design class.
- MOUS Prep Test

<b>Microsoft® Publisher</b>	<b>Adobe® InDesign</b>	<b>Adobe® Photoshop</b>
Page layout and design White space Working with typefaces Margins and spacing Working with graphic images, objects, and elements used in graphic design Creativity and imagination Technical writing Critical Thinking Real-world business identity Advertising and marketing Planning and decision-making Real-world projects "KIS"	Setting up a document Working with frames Importing and editing text Working with typography Working with color Importing and linking graphics Creating tables Drawing vector graphics Printing	File browser Basic photo corrections Working with selection tools Layer basics Masks and Channels Retouching and repairing Painting and editing Basic pen tool techniques Vector masks, paths, and shapes Advanced layer techniques Creating special effects
<b>FrontPage® 2003</b>	<b>DDC MOUS Prep Test</b>	
Starting FrontPage Work with text and hyperlinks Inserting pictures and files Formatting lists Positioning objects Adding feedback forms Design a photo gallery Create a web structure Saving Shared borders and navigation bars Customize a graphical theme Preview and test in browser Organize files and folders Generate a site summary report Check spelling Replace text Publish a web	Microsoft® Word Proficient and Expert Microsoft® Excel Proficient Microsoft® PowerPoint Expert  (Students will perform all functions tested in the prep test.)	

# Forest Park Schools Technology Curriculum Overview

## Media Productions

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### COURSE OVERVIEW

This course is an applied computer application class covering the basics of desktop publishing. Included in the class are the layout and design of a variety of different printed publications such as the school yearbook and the school newspaper. The Video Productions portion of the course is designed to utilize digital video as an innovative, viable instructional tool in the classroom. The nature of the course commands hands on total motivation, creativity and interest. These elements certainly exemplify elements for effective learning. An instructional digital video process, specifically designed and developed for the course, is used to provide focus and direction to the students. The process involves eleven steps. Each step in the production of a video is followed by a three-pronged assessment, which encompasses a teacher review, peer review, and a self-assessment. The steps are: defining the video, creating a storyboard and script writing: shooting the video: video editing: final revision and editing: and final presentation. Digital video is on the cutting edge of technology. It is currently being used as an instructional tool for learning across the curriculum. Students learn and develop the skills to use this technology as well as utilize and apply these skills across the content areas. This translates into effective learning.

### SPECIFIC EXPECTATIONS

#### PREREQUISITE IS COMPUTER APPLICATIONS II

- Students will create Yearbook pages using Adobe® InDesign
- Students will create a monthly newspaper “Trojan Times” using Microsoft® Publisher
- Students will create videos using Final Cut Express 2

Microsoft® Publisher	Adobe® InDesign	Final Cut Express
See Computer Applications II	Setting up a document Working with frames Importing and editing text Working with typography Working with color Importing and linking graphics Creating tables Drawing vector graphics Printing Josten’s toolbar	Setting up: connecting camera, choosing initial settings, optimizing performance Organizing clips in browser Working with clips in viewer Working with clips in canvas Working with clips in timeline Tool Palette Working in capture window Disk space needed Computring Adding a clip to sequence Adding a storyboard of clips Locking tracks Using razor blade Deleting clips Commonly used edits Editing with audio Ripple edit, ripple delete, roll edits Adding transitions Applying filters Creating titles and credits Sharing movie