Technology Education

Curriculum Report

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Committee Members

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Mission
Statement

Mission Statement

The Homer Community School District provides a safe, supportive environment in which all students will develop the skills, knowledge, and integrity essential for a successful future. This includes educating students to:
- read with understanding,
- communicate clearly,
- solve problems effectively,
- think critically, and
- act responsibly.

Philosophy

Technology Education Philosophy

Today's students must be able to learn effectively and live productively in an increasingly global and digital world. Simply being able to use technology is no longer enough. Students need to be able to use technology to create, analyze, problem solve, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and digital fabric of their communities.

Technology offers students an avenue to succeed as citizens in a global society in which information is growing at an incredible rate. Technology can improve communication, enhance thinking skills, make instruction more efficient and effective, and develop life skills critical to success. Homer Community School will incorporate technology as a means of integrating curriculum across subject areas. Students and educators will be guaranteed opportunities to use technology as an integral part of education.

Curriculum
and Standards

Elementary Computers K-6

Course Description

All elementary students will meet once a week for 48 minutes to receive training on computers. Students will cover a variety of skills to accomplish the six standards established by ISTE (International Society of Technology Education). The technology standards are divided into six broad categories. Standards within each category are to be introduced, reinforced, and mastered by students. These categories provide a framework for planning technology-based activities to help students achieve success as lifelong learners and communicators in a digital society.

ISTE Standards for Technology in Education

1. Creativity and innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

    a. Apply existing knowledge to generate new ideas, products, or processes
    b. Create original works as a means of personal or group expression
    c. Use models and simulations to explore complex systems and issues
    d. Identify trends and forecast possibilities

2. Communication and collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

    a. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media
    b. Communicate information and ideas effectively to multiple audiences using a variety of media and formats
    c. Develop cultural understanding and global awareness by engaging with learners of other cultures
    d. Contribute to project teams to produce original works or solve problems

3. Research and information fluency

Students apply digital tools to gather, evaluate, and use information.

a. Plan strategies to guide inquiry
b. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media
c. Evaluate and select information sources and digital tools based on the appropriateness to specific tasks
d. Process data and report results

4. Critical thinking, problem solving, and decision making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources

a. Identify and define authentic problems and significant questions for investigation
b. Plan and manage activities to develop a solution or complete a project
c. Collect and analyze data to identify solutions and/or make informed decisions
d. Use multiple processes and diverse perspectives to explore alternative solutions

5. Digital citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior

a. Advocate and practice safe, legal, and responsible use of information and technology
b. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
c. Demonstrate personal responsibility for lifelong learning
d. Exhibit leadership for digital citizenship

6. Technology operations and concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations.

a. Understand and use technology systems
b. Select and use applications effectively and productively
c. Troubleshoot systems and applications
d. Transfer current knowledge to learning of new technologies

Elementary Curriculum Skills

	K	1st	2nd	3rd	4th	5th	6th
Software Usage:							
Start/Open	X	X	X	X	X	X	X
Exit/Close	X	X	X	X	X	X	X
Computer Hardware ID	X	X	X	X	X	X	X
Computer Operation:							
Login		X	X	X	X	X	X
On/Off	X	X	X	X	X	X	X
Mouse/touch pad	X	X	X	X	X	X	X
Volume	X	X	X	X	X	X	X
Printing	X	X	X	X	X	X	X
Save to Google drive			X	X	X	X	X
Share Google files					X	X	X
Flash Drive Usage						X	X
USB Port						X	X
Recycle Bin			X	X	X	X	X
Keyboarding:							
Letter Recognition: online sites	X	X					
Keyboarding: online sites	X	X	X				
Keyboarding: Dance Mat typing			X	X	X	X	X
Keyboarding: Big Brown Bear				X	X	X	X
Keyboarding: Typing Web						X	X
Home Row	X	X	X	X	X	X	X
Numbers	X	X	X	X	X	X	X
Enter/Spacebar	X	X					
Backspace/Delete	X	X					
Period	X	X					
Question Mark	X	X	X				
Exclamation Point	X	X	X				
Comma	X	X	X				
Shift/Caps Lock	X	X	X				
Arrow Keys	X	X	X	X	X		
Tab					X	X	X
Apostrophe				X	X	X	X
Quotation Mark				X	X	X	X
Internet:							
Address Bar	X	X	X	X	X	X	X
Search Criteria/Research				X	X	X	X
Safe Usage	X	X	X	X	X	X	X
Multiple Browsers						X	X

Favorites						X	X	X
Documenting							X	X
Images				X	X	X	X	X
Google Docs:								
Selecting Text				X	X	X	X	X
Font				X	X	X	X	X
Font Size				X	X	X	X	X
Font Color				X	X	X	X	X
Bold				X	X	X	X	X
Italics				X	X	X	X	X
Underline				X	X	X	X	X
Align: Left, Right, Center					X	X	X	X
Justify								X
New Document				X	X	X	X	X
Save Document				X	X	X	X	X
Open Document				X	X	X	X	X
Delete Document				X	X	X	X	X
Print				X	X	X	X	X
Print Preview						X	X	X
Paper Orientation							X	X
Undo				X	X	X	X	X
Redo				X	X	X	X	X
Word Art						X	X	X
Auto Shapes						X	X	X
Clip Art						X	X	X
Text Box						X	X	X
Cut/Copy/Paste						X	X	X
Tabs/Ribbon						X	X	X
Spelling/Grammar Check						X	X	X
Columns								X
Numbering/Bullets						X	X	X
Line Spacing						X	X	X
Margins								X
Thesaurus								X
Drawing Programs:								
Tux Paint		X	X	X				
Chogger						X	X	X
DoInk						X	X	X
Google Slides:								
Add/Delete Slides						X	X	X
Insert Text						X	X	X
Insert Pictures						X	X	X
Design Scheme						X	X	X

Sound							X
Animations					X	X	X
Slide Show					X	X	X
Print Handouts						X	X
Google Sheets:							
Cells						X	X
Columns						X	X
Rows						X	X
Enter Data						X	X
Simple Formulas						X	X
Format Cells						X	X
Borders							X
Merge and center							
Creating charts						X	X
Digital Citizenship:							
Safe use	X	X	X	X	X	X	X
Understand copyright, siting				X	X	X	X
Concept of cyberbullying	X	X	X	X	X	X	X
Personal responsibility	X	X	X	X	X	X	X
Commonsense Media.org	X	X	X	X	X	X	X
Educational Websites:							
sheppardsoftware.com	X	X	X	X	X	X	X
computerlab4kids.org	X	X	X	X	X	X	X
starfall.com	X	X					
spellingcity.com			X	X	X	X	X
ABCya.com	X	X	X	X	X	X	
arcademics.com			X	X	X	X	X
Mr. Nussbaum.com		X	X	X	X		
softschools.com		X	X	X	X	X	X
new.schoolnotes.com			X	X	X	X	X
NESA: C4Learning				X	X	X	X

**LA 0.1.a,b,c through LA 6.4.1.a, b, c are covered in the highlighted areas
***LA 0.4.2.a and b through LA 6.4.2.a, b are covered in the highlighted areas

Nebraska Multiple Literacy Standards - Kindergarten

LA 0.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 0.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 0.4.1.a With guidance, use provided print and digital resources to gather information, answer questions, and demonstrate understanding of valid information (e.g., fiction vs. nonfiction, real vs. not real).
	LA 0.4.1.b With guidance, demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools).
	LA 0.4.1.c Use or decipher multiple formats of print and digital text (e.g., manuscript, font, graphics, symbols).
LA 0.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 0.4.2.a Practice safe behaviors when communicating and interacting with others digitally (e.g., safe information to share, utilize appropriate sites and materials).
	LA 0.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Nebraska Multiple Literacy Standards - Grade 1

LA 1.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 1.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 1.4.1.a Use provided print and digital resources to gather information, answer questions, and demonstrate understanding of valid information (e.g., fiction vs. nonfiction, real vs. not real).
	LA 1.4.1.b With guidance, demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools).
	LA 1.4.1.c Use or decipher multiple formats of print and digital text (e.g., manuscript, font, graphics, symbols).
LA 1.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 1.4.2.a Practice safe behaviors when communicating and interacting with others digitally (e.g., safe information to share, utilize appropriate sites and materials).
	LA 1.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Nebraska Multiple Literacy Standards - Grade 2

LA 2.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 2.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 2.4.1.a With guidance, locate, organize, and evaluate information from print and digital resources to generate and answer questions and create new understandings.
	LA 2.4.1.b With guidance, demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools).
	LA 2.4.1.c Use or decipher multiple formats of print and digital text (e.g., manuscript, font, graphics, symbols).
LA 2.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 2.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 2.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Nebraska Multiple Literacy Standards - Grade 3

LA 3.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 3.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 3.4.1.a Locate, organize, and evaluate information from print and digital resources to generate and answer questions and create new understandings.
	LA 3.4.1.b With guidance, demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools).
	LA 3.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 3.4.2	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 3.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 3.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Nebraska Multiple Literacy Standards - Grade 4

LA 4.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 4.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 4.4.1.a Locate, organize, analyze, and evaluate information from print and digital resources to generate and answer questions and create new understandings.
	LA 4.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools).
	LA 4.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 4.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 4.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 4.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Nebraska Multiple Literacy Standards - Grade 5

LA 5.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 5.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 5.4.1.a Locate, organize, analyze, and evaluate information from print and digital resources to generate and answer questions and create new understandings.
	LA 5.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools).
	LA 5.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 5.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 5.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 5.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Nebraska Multiple Literacy Standards - Grade 6

LA 6.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 6.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 6.4.1.a Locate, organize, analyze, evaluate, and synthesize information from print and digital resources to generate and answer questions and create new understandings.
	LA 6.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools, publication guidelines).
	LA 6.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 6.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 6.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 6.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

7ᵗʰ – 12ᵗʰ Class Sequence

7ᵗʰ grade

- Computers 7 – Keyboarding – (Required)

8ᵗʰ grade

- Computers 8 – PowerPoint – (Required)

9ᵗʰ grade

- Computers 9 – Word Processing – (Required)

    or

- Applied Computers – Word, Excel, Publisher, PowerPoint – (Required)

10ᵗʰ grade

- Computers 10 – Excel and Publisher – (Required)

    or

- Applied Computers – Word, Excel, Publisher, PowerPoint – (Required)

12ᵗʰ grade

- Advanced Computers – Multimedia/New Technology - (Optional)

Computers 7

Course Description

In the quarter long beginning keyboarding course, the students will master touch operation on a computer keyboard. Correct fingering by touch and good technique will receive primary emphasis; speed and accuracy will be given secondary emphasis. The fourth row numbers and symbols will also be taught. The student will use basic word processing functions on a variety of document types.

Objectives

Students will be able to:

- Arrange the computer work area for most efficient keyboard use
- Demonstrate correct fingering for all alphabetic, numeric, symbol, and punctuation keys
- Demonstrate eyes on copy, good technique, and appropriate posture while operating the keyboard.
- Develop and improve keystroking speed and accuracy.
- Apply basic word processing functions using a variety of documents including business letters, memorandums, tables, and reports LA 7.4.1.a, b, c
- Proofread and make corrections using word processing software.

Skills Covered

- ➢ Proper fingering for all letters, shift, spacebar, backspace, tab, punctuation marks, numbers and symbols
- ➢ Determine keyboarding speed on timings using appropriate charts
- ➢ Identify elements of the Microsoft Word screen
- ➢ Use font formatting including bold, italics, underline, font, font size, font color LA 7.4.1.c
- ➢ Clear all formatting using shortcut tool
- ➢ Use change case tool
- ➢ Use undo and redo features
- ➢ Use online help for answering software questions LA 7.4.1.a
- ➢ Use the format painter to copy formatting
- ➢ Use of cut, copy, paste and clipboard LA 7.4.1.a, 7.4.1.b
- ➢ Set line spacing
- ➢ Set margins
- ➢ Set left, right, centered, and decimal tabs
- ➢ Use proper capitalization according to basic language skill rules

➢ Use alignment tools to center, left, right and justify text
➢ Use the spell check tool
➢ Use the thesaurus to find synonyms LA 7.4.1.a
➢ Format personal business letters with proper spacing LA 7.4.2.a, 7.4.2.b
➢ Identify basic parts of business letters
➢ Create envelopes using the mailings tool
➢ Format interoffice memorandums LA 7.4.2.a, 7.4.2.b
➢ Format email LA 7.4.2.a, 7.4.2.b
➢ Use the sort feature to sort lists alphabetically and numerically
➢ Create manual page breaks
➢ Format short reports with proper spacing LA 7.4.1.a
➢ Add page numbers as headers or footers to documents
➢ Create a reference page to site sources LA 7.4.1.b
➢ Create tables using the insert table tool
➢ Format tables including merging cells, widening columns, using table styles LA 7.4.2.b
➢ Use keyboard shortcuts

Nebraska Multiple Literacy Standards - Grade 7

LA 7.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 7.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 7.4.1.a Locate, organize, analyze, evaluate, and synthesize information from print and digital resources to generate and answer questions and create new understandings.
	LA 7.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools, publication guidelines).
	LA 7.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 7.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 7.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 7.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Vocabulary

Ribbon
Title bar
Quick access toolbar
Ribbon tabs
Groups
Dialog box launcher
Scroll bar
Default
Minimize
Maximize
Status bar
View bar

Zoom slider
Mini toolbar
Table
Row
Column
Cell
Wpm
Memorandum
Block letter
Salutation
Complimentary closing

Computers 8

Course Description

In this quarter long course, students will learn the basic rules and tools for creating a professional looking presentation using the PowerPoint program.

Objectives

Students will be able to:

- Students will define presentation software
- Students will recognize the basic components of the PowerPoint window/screen
- Students will learn the basic rules for planning and creating a professional looking presentation
- Students will learn a variety of options to modifying, refine, and enhance presentations
- Students will demonstrate ethical use of information and copyright guidelines by appropriately paraphrasing or quoting from text and citing sources LA 8.4.1.a, 8.4.1.b

Skills Covered

- Define presentation software
- Identify basic elements of PowerPoint screen
- Enter text in slide
- Promote and demote bulleted items
- Arrange/move/adjust placeholders
- View and edit presentations
- Add notes to a slide
- Use AutoCorrect and spell checker
- Change the order of slides
- Change slide layouts
- Use slide sorter view
- Add graphics
- Crop pictures
- Recolor pictures
- Use picture styles
- Align and group objects
- Control stacking order for objects
- Add slide headers and footers
- Create tables
- Change the design template

- ➢ Use the slide master
- ➢ Add special effects like sound, animation, transitions and builds
- ➢ Convert text to SmartArt
- ➢ Add SmartArt to presentations
- ➢ Create and edit charts LA 8.4.2.a, 8.4.2.b
- ➢ Use the transparent tool
- ➢ Use the rotate and adjustment handles for graphics
- ➢ Insert and format WordArt
- ➢ Insert motion clips
- ➢ Print presentation for variety of purposes
- ➢ Create a self-running photo album
- ➢ Cite sources appropriate for images and text LA 8.4.1.a, 8.4.1.b, 8.4.1.c

Nebraska Multiple Literacy Standards - Grade 8

LA 8.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 8.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 8.4.1.a Locate, organize, analyze, evaluate, and synthesize information from print and digital resources to generate and answer questions and create new understandings.
	LA 8.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools, publication guidelines).
	LA 8.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 8.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 8.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 8.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Vocabulary

Ribbon
Title bar
Quick access toolbar
Ribbon tabs
Groups
Dialog box launcher
Scroll bar
Default
Minimize
Maximize
Status bar
View bar
Zoom slider
Mini toolbar
Row
Column
Cell
Presentation software
Template
Placeholder
Slide layout
Design theme
Rule of 49

Smart Art
Header
Footer
Sizing handle
Rotate handle
Adjustment handle
Cropping
Title case
Sentence case
Thumbnail
Transparent
Value (y) axis
Category (x) axis
Wordart
Slide master
Transition
Animation
Indent level
Promote
Demote
Format painter
Excel chart

Computers 9

Course Description

This is a two-semester course that covers the following topics:

WORD
- Understanding File Management
- Getting Started with Office
- Creating Documents with Word
- Editing Documents
- Formatting Text and Paragraphs
- Formatting Documents
- Creating and Formatting Tables
- Illustrating Documents with Graphics
- Working with Themes and Building Blocks
- Merging Word Documents
- Working with Styles and Templates
- Developing Multipage Documents
- Working with References

Objectives

Students will be able to:

Word

- Define technology terms
- Manage folders and files
- Understand the Microsoft Office Suite
- Define word processing software
- Know the parts of the Word window
- Create and save a document
- Select text
- Format text with the mini toolbar LA 10.4.1.c
- Create a document using a template
- Navigate a document
- Cut and paste text
- Copy and paste text
- Use the Office clipboard LA 4.1.a and 10.4.1.b
- Find and Replace Text
- Check Spelling and Grammar
- Add Hyperlinks LA 10.4.1.b, 10.4.1.c, 10.4.2.a and 10.4.2.b
- Format with fonts

- Use the format painter
- Change line and paragraph spacing
- Align paragraphs
- Work with tabs and indents
- Add bullets and numbering
- Add borders and shading
- Add footnotes and endnotes LA 10.4.1.a and 10.4.1.b
- Set document margins
- Divide a document into sections
- Insert page breaks
- Format columns
- Insert page numbers
- Add and edit headers and footers
- Insert a table
- Insert clip art LA 10.4.1.b, 10.4.1.c, 10.4.2.a and 10.4.2.b
- Add, delete, and modify rows and columns in a table
- Sort table data
- Split and merge cells in a table
- Perform calculations in tables
- Apply a table style and create custom formatting
- Insert, size, scale, and position graphics
- Create a text box
- Create word art
- Draw shapes
- Create a chart
- Apply quick styles
- Apply and customize themes
- Insert sidebars and quick parts
- Add a cover page
- Create and insert building blocks
- Understand the mail merge process
- Create a main document
- Design a data source and enter and edit records
- Add merged fields
- Merge data
- Create labels
- Sort and filter records
- Create and modify styles
- Create a quick style set
- Manage styles
- Create, revise, and attach a template
- Build and work with a document in outline view

- Use bookmarks to navigate a document
- Generate a table of contents
- Generate an index
- Insert footers and headers in multiple sections
- Create a master document
- Use the translate feature
- Insert, modify, and manage citations
- Generate a bibliography LA 10.4.1.b and 10.4.1.c
- Insert and modify equations
- Create a table of figures LA 10.4.1.c

Computers 10

Course Description

This is a one-semester course that covers the following topics:

EXCEL
- Getting Started with Excel
- Working with Formulas and Functions
- Formatting a Worksheet
- Working with Charts

PUBLISHER
- Getting Started with Publisher
- Working with Text and Graphics

Objectives

Students will be able to:

Excel

- Define technology terms
- Define spreadsheet software
- Know the parts of the Excel window
- Understand formulas
- Enter labels and values
- Use AutoSum
- Edit cell entries
- Enter and edit simple formulas
- Printing options
- Create a complex formula
- Insert functions
- Type functions
- Copy and move cell entries
- Understand the difference between relative and absolute cell references
- Copy formulas with relative cell references
- Copy formulas with absolute cell references
- Round values with a function
- Format values
- Change fonts and font sizes
- Change attributes and alignment
- Adjust column widths

- Insert and delete rows and columns
- Apply colors, patterns, and borders
- Apply conditional formatting
- Name and move a sheet
- Check spelling
- Plan out a chart
- Create a chart
- Move and resize a chart
- Change the chart design
- Change the chart layout
- Format a chart
- Annotate and draw on a chart
- Create a pie chart

Publisher

- Define desktop publishing software
- Know the parts of the Publisher window
- Create a publication from an existing design
- Replace text in text boxes in a publication
- Format text
- Resize and move objects
- Insert a picture
- Save a publication
- Preview a publication
- Print a publication
- Closing a publication vs. Exiting Publisher difference
- Plan a publication from scratch
- Create columns of text
- Work with overflow text
- Use guides
- Create picture captions
- Create headers and footers
- Wrap text around objects
- Layer and group objects
- Merge information from a data source

Nebraska Multiple Literacy Standards - Grades 9 -10

LA 10.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 10.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 10.4.1.a Locate, organize, analyze, evaluate, and synthesize information from print and digital resources to create new understandings and defend conclusions.
	LA 10.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools, publication guidelines).
	LA 10.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 10.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 10.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 10.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.

Applied Computers

Course Description

This is a two-semester course that covers the following topics:

- Introduction to Word
- Introduction to Excel
- Introduction to Publisher
- Introduction to PowerPoint

Objectives

Students will be able to:

Word

- Define technology terms
- Manage folders and files
- Define word processing software
- Know the parts of the Word window
- Create and save a document
- Select text
- Format text with the mini toolbar LA 10.4.1.c
- Navigate a document
- Cut and paste text
- Copy and paste text
- Use the Office clipboard LA 10.4.1.a and 10.4.1.b
- Find and Replace Text
- Check Spelling and Grammar
- Add Hyperlinks
- Format with fonts
- Use the format painter
- Change line and paragraph spacing
- Align paragraphs
- Work with tabs and indents
- Add bullets and numbering
- Add borders and shading
- Set document margins
- Insert page numbers
- Add and edit headers and footers

- Insert clip art
- Insert, size, scale, and position graphics
- Create word art
- Apply quick styles
- Insert sidebars and quick parts
- Add a cover page
- Apply all learned topics to projects LA 10.4.1.a, 10.4.1.b, 10.4.1.c, LA 10.4.2.a and 10.4.2.b

Excel

- Know the parts of the Excel window
- Understand formulas
- Enter labels and values
- Use AutoSum
- Edit cell entries
- Enter and edit simple formulas
- Printing options
- Create a complex formula
- Insert functions
- Type functions
- Copy and move cell entries
- Format values
- Change fonts and font sizes
- Change attributes and alignment
- Adjust column widths
- Insert and delete rows and columns
- Apply colors, patterns, and borders
- Check spelling
- Create a chart
- Move and resize a chart
- Change the chart design
- Change the chart layout
- Apply all learned topics to projects LA 10.4.1.a, 10.4.1.b, 10.4.1.c, LA 10.4.2.a, LA 10.4.2.b

Publisher

- Define desktop publishing software
- Know the parts of the Publisher window
- Create a publication from an existing design

- Replace text in text boxes in a publication
- Format text
- Resize and move objects
- Insert a picture
- Save a publication
- Preview a publication
- Print a publication
- Plan a publication from scratch
- Create columns of text
- Work with overflow text
- Use guides
- Create headers and footers
- Wrap text around objects
- Layer and group objects
- Apply all learned topics to projects LA 10.4.1.a, 10.4.1.b, 10.4.1.c, LA 10.4.2.a, LA 10.4.2.b

PowerPoint

- Define presentation software
- Plan a presentation
- Add a new slide
- Enter slide text
- Apply a design
- Format text
- Add headers and footers
- Add sound and video
- Apply transitions
- Check spelling
- Insert clip art
- Insert a text box
- Insert and format word art
- Understand master pages
- Insert animations
- Apply all learned topics to projects LA 10.4.1.a, 10.4.1.b, 10.4.1.c, LA 10.4.2.a, 10.4.2.b

Advanced Computers

Course Description

This is a two-semester course in which the topics covered include but are not limited to:

- MacOS/WinOS: similarities and differences
- Various multimedia software applications
- Introduction to local & wide area networking and networking terminology
- Using an LCD projector
- Digital photography
- Using a scanner to edit and input images into multimedia projects
- Digital videography
- Using MacOS computers
- iLife software: iTunes
  - iPhoto
  - iMovie
  - iDVD
- Creation and production of a Senior Year DVD
- Trends and hot topics in technology

Objectives

Students will be able to:

- Define technology terms
- Use the MacOS
- Update the MacOS
- Use iPhoto
- Import photos to iPhoto LA 12.4.1.a, 12.4.1.b, 12.4.1.c, LA 12.4.2.a, 12.4.2.b
- Import video to iPhoto LA 12.4.1.a, 12.4.1.b, 12.4.1.c, LA 12.4.2.a, 12.4.2.b
- Edit photos/videos in iPhoto
- Create Events in iPhoto
- Organize photos in iPhoto
- Modify Events in iPhoto
- Enhance photos in iPhoto
- Burn photos to CD/DVD in iPhoto
- Export photos/video in iPhoto
- Use an SLR camera
- Change settings on an SLR camera
- Change lenses on an SLR camera

- Upload photos from an SD card
- Use an HD digital video camera
- Change settings on an HD digital video camera
- Connect an HD digital video camera to a computer
- Use iMovie
- Upload video from an HD digital video camera to iMovie
- Create and modify iMovie Events (combining/splitting)
- Create iMovie Projects
- Add video to iMovie Projects
- Edit video in iMovie Projects
- Mark video in iMovie Projects
- Select video in iMovie Projects
- Add music in iMovie Projects
- Edit music in iMovie Projects
- Use Clip trimmer and edit in iMovie Projects
- Add text and animated Titles in iMovie Projects
- Add and edit Transitions in iMovie Projects
- Add video effects in iMovie Projects
- Change backgrounds in iMovie Projects
- Add sound effects in iMovie Projects
- Work with audio controls in iMovie Projects
- Duck and fade audio in iMovie Projects
- Work with voiceovers in iMovie Projects
- Work with background music in iMovie Projects
- Change speed control and direction in iMovie Projects
- Add photos in iMovie Projects LA 12.4.1.a, 12.4.1.b, 12.4.1.c, LA 12.4.2.a, 12.4.2.b
- Work with photo manipulation (Ken Burns effect) in iMovie Projects
- Crop and rotate photos in iMovie Projects
- Create still frames from video in iMovie Projects
- Add markers and chapter markers in iMovie Projects
- Work with color correction in iMovie Projects
- Add themes in iMovie Projects
- Add animated maps in iMovie Projects
- Work with video stabilization in iMovie Projects
- Work with picture-in-picture in iMovie Projects
- Work with Precision Editor in iMovie Projects
- Full screen playback in iMovie Projects
- Change iMovie Preferences
- Work with the iMovie Project Library
- Convert iMovie Projects to Quicktime or MPG4 format

- Create Green Screen video in iMovie Projects
- Use iDVD
- Select a Theme in iDVD
- Create a Project in iDVD
- Add a movie in iDVD
- Add music in iDVD
- Create scenes in iDVD
- Burn a DVD in iDVD
- Introduction and discussion of various new technologies (ie. Apple Watch)

Nebraska Multiple Literacy Standards - Grade 11-12

LA 12.4 Multiple Literacies: Students will apply information fluency and practice digital citizenship.	
LA 12.4.1	Information Fluency: Students will evaluate, create, and communicate information in a variety of media and formats (textual, visual, and digital).
	LA 12.4.1.a Locate, organize, analyze, evaluate, and synthesize information from print and digital resources to create new understandings and defend conclusions.
	LA 12.4.1.b Demonstrate ethical use of information and copyright guidelines by appropriately quoting or paraphrasing from a text and citing the source using available resources (e.g., online citation tools, publication guidelines).
	LA 12.4.1.c Use or decipher multiple formats of print and digital text (e.g., cursive, manuscript, font, graphics, symbols).
LA 12.4.2	Digital Citizenship: Students will practice the norms of appropriate and responsible technology use.
	LA 12.4.2.a Practice safe and ethical behaviors when communicating and interacting with others digitally (e.g., safe information to share, appropriate language use, utilize appropriate sites and materials, respect diverse perspectives).
	LA 12.4.2.b Use appropriate digital tools (e.g., social media, online collaborative tools, apps) to communicate with others for conveying information, gathering opinions, and solving problems.