Curriculum Scope & Sequence

School: Pike Creek Charter School   Grade or Course: Technology   Teacher _____

Unit Order By unit title and/or time frame	Learning Targets Content Standards, Grade Level Expectations, Proficiency Level Expectations, or Grade Cluster Benchmarks	Theme/Big Idea/Concept	Enduring Understandings and/or Essential Questions
Trimester 1: **Unit 1:** Welcome to Technology: Procedures, Keyboarding and MS Paint.	**Technology Skills:** File Management Mouse and Keyboard Navigation MS Paint **Curriculum Connection:** Social Studies	**Unit Theme:** General Computer Skills **Unit Concepts:** Input: Mouse Skills, Key board Format: Font, Size, Style, Justification, Color, WordArt File Management: Open, Close, Save, Save As, Folder location (hard drive, floppy, CD, flash drive) Toolbars: Standard, Formatting, Drawing, Button options Insert: Breaks, tables, clip art, photographs, audio, video Keyboard Proper Citation Email: Proper etiquette, virus protect, attach a document, opening a document Evaluate Websites	How will classroom policies and procedures help our lab run better? How do we use a binder to stay organized? How will being organized help us learn?
Unit 2:	**Technology Skill:**	**Unit Theme:**	How would you use

Microsoft Word: Creating and Publishing Scary Stories	Microsoft Word formatting functions **Curriculum Connection:** English Language Arts	Microsoft Word **Unit Concepts:** Insert, format, highlight and edit text. Insert page numbers, images, clip art, charts, tables header/footer and symbols. Spell check and grammar Application/settings: Bullets and Line spacing Formatting the page: Reveal format, table of contents, parenthetical documentation and hyperlinks.	Microsoft Word to publish a piece of writing? What are the major functions and actions for each Microsoft menu?
Unit 3: Internet Explorer and Internet Safety	**Technology Skills:** Navigating Internet Explorer and research	**Unit Theme:** Web/Online Skills **Unit Concepts:** Understand Terminology: World wide web, URL, hyperlink, internet, search engine, browser, bookmark, site map Identify nature of web sites based on URL: .gov, .org, .com, .edu, .net Identify and use navigational features of browser: Go, Back, Forward, entering URL, scrolling, links Use of browser: Refresh, history, bookmark, favorites Use internet for research and cite web sites correctly as understood by copyright laws.	How can I use the internet to do research? What are the major functions and actions for internet explorer? How do I properly cite information and images? How do I safely use the internet to search and share information?

		Copy and save images from internet with correct citations as understood by copyright laws. Select and use appropriate search engines; understand differences between search engines and directories Use effective search strategies: narrow search, advanced search Evaluate websites for usefulness and accuracy and understand how information on the internet can be distorted, exaggerated, or inaccurate Validate web site for authenticity (site sponsor, author, date updated, etc.) Use and search through online databases, include library catalogs Understand and follow school rules, school acceptance policy, and consequences. Understand legal and acceptable internet use (include outside of school) Understand and follow safe practice to share personal information.	
Unit 4: Microsoft Power Point: Thinking Critically about Internet Research and Presentations.	**Technology Skills:** MS Power Point Slide Design Slide Animation and Transitions Presentation Skills (eye contact, voice, volume, position)	**Unit Theme:** Power Point Internet Explorer **Unit Concepts:** Create Slides	How can we use Power Point to present what we know? How do we make an effective oral presentation?

	Curriculum Alignment: Social Studies Science	Format background Insert text boxes, images, movie from clip, video and links. Change order of slides Cite sources Understanding the audience Electronic chalk for presentation Presenting Power Points	
Unit 5: Microsoft Excel: Family Budget (and Math Test Prep)	**Technology Skills:** Creating a spreadsheet Using SUM function **Curriculum Connection:** Math	**Unit Theme:** Excel **Unit Concepts:** Understanding Terminology: Spreadsheet, document, workbook, sheet, cell, column, row, value, label, formulas, functions, sum, average, sort, find and default. Function and Purpose of spreadsheet Enter data into cells/sheets Create charts (graphs): Bar, Pie: Include labeled axis, title Format: Cell formatting, sheet formatting, print formatting Spreadsheet/table design: rows, columns: insert, delete, reposition, sort, filter, find.	How would you use MS Excel to organize your personal finances? What is a budget and how can it benefit you?

		Functions: Average, sum etc. Write and use formulas. Import/Export data Create headers and footers	
Unit 6: College Bound: A Cumulative Technology Project	**Technology Skills:** Finals Project targeting a board range of learned skills **Curriculum Connection:** Social Studies Math English Language Arts	Unit Theme: Variety of Applications Unit Concepts: Using Search engines to find relevant and verified information Utilizing different computer programs to present information effectively.	How can we find the right colleges to and prepare ourselves for? How do we choose the best program to complete a project?