

VBCPS Student Computer/Technology Proficiencies 2002 - 2003

The student will:

Kindergarten	Word Processing	WP.K.1 write words or sentences.
	Graphics	GR.K.1 create a simple graphic using at least one graphic tool. GR.K.2 create a simple graphic organizer (e.g. flow chart, character map, letter web).
	Multimedia	MM.K.1 interact with or contribute to developmentally appropriate multimedia products.
	Information Retrieval and Telecommunications	IT.K.1 use technology resources for directed and independent learning activities.
	Operating Skills	OS.K.1 use basic mouse skills to interact with a computer. OS.K.2 start and exit a program. OS.K.3 locate and use the basic keys on the keyboard as appropriate. OS.K.4 insert, use, and eject media. OS.K.5 print a file. OS.K.6 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).
	Technology Concepts	TC.K.1 demonstrate the responsible use of technology systems and software. TC.K.2 communicate about technology using developmentally appropriate and accurate terminology.

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The student will:

1st Grade	Word Processing	WP.1.1 write at least one sentence with appropriate punctuation. WP.1.2 place a graphic in a document to accompany the text.
	Graphics	GR.1.1 create a simple graphic using two or more graphic tools. GR.1.2 create a simple graphic organizer (e.g. flow chart, character map, word web, story web, cause and effect chart).
	Multimedia	MM.1.1 create or contribute to developmentally appropriate multimedia products.
	Information Retrieval and Telecommunications	IT.1.1 use technology resources for directed and independent learning activities.
	Operating Skills	OS.1.1 use basic mouse skills to interact with a computer. OS.1.2 start and exit a program. OS.1.3 locate and use the basic keys on the keyboard as appropriate. OS.1.4 insert, use, and eject media. OS.1.5 print a file. OS.1.6 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).
	Technology Concepts	TC.1.1 demonstrate the responsible use of technology systems and software. TC.1.2 communicate about technology using developmentally appropriate and accurate terminology.

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The student will:

2nd Grade	Word Processing	WP.2.1 write, revise, edit, and print a paragraph. WP.2.2 place a graphic in a document to accompany the text.
	Graphics	GR.2.1 create a simple graphic using three or more graphic tools. GR.2.2 create a simple electronic graphic organizer (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart). GR.2.3 manipulate a graphic (e.g. move, flip, rotate, resize).
	Multimedia	MM.2.1 create or contribute to developmentally appropriate multimedia products.
	Information Retrieval and Telecommunications	IT.2.1 use technology resources for directed and independent learning activities. IT.2.2 use an electronic resource to access information (e.g. electronic encyclopedia, electronic dictionary, topic-specific software). IT.2.3 conduct a keyword, subject, author, and title search in the on-line public access catalog (OPAC). IT.2.4 access information on the Internet.
	Database	DB.2.1 introduce the concept of a database (e.g. telephone directory, address book, OPAC).
	Spreadsheet	SS.2.1 enter information into a simple spreadsheet template and observe changes to the graph/chart.
	Operating Skills	OS.2.1 start and exit a program. OS.2.2 locate and use the basic keys on the keyboard as appropriate. OS.2.3 insert, use, and eject media. OS.2.4 print a file. OS.2.5 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV). OS.2.6 save a file.

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The student will:

	Technology Concepts	TC.2.1 demonstrate the responsible use of technology systems and software. TC.2.2 communicate about technology using developmentally appropriate and accurate terminology. TC.2.3 select appropriate applications to draw a picture and to write a paragraph.
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The student will:

3rd Grade	Word Processing	WP.3.1 write, revise, edit, and print a 1 or 2-paragraph composition.
		WP.3.2 produce a specialty page with text and graphics (e.g. advertisement, invitation, title page, report cover, book cover).
		WP.3.3 edit text using a spelling checker.
	Graphics	GR.3.1 create a simple graphic using four or more graphic tools.
		GR.3.2 create a simple electronic graphic organizer (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart).
		GR.3.3 manipulate a graphic (e.g. move, flip, rotate, resize).
	Multimedia	MM.3.1 plan and create developmentally appropriate multimedia products including text, graphics, and transitions.
	Information Retrieval and Telecommunications	IT.3.1 use technology resources for directed and independent learning activities.
	IT.3.2 select and use an appropriate electronic resource to access information (e.g. on-line public access catalog (OPAC), electronic encyclopedia, electronic dictionary, topic-specific software).	
	IT.3.3 conduct a keyword, subject, author, and title search in the on-line public access catalog (OPAC).	
	IT.3.4 access information on the Internet.	
	IT.3.5 refine an electronic information search using appropriate search strategies.	
	IT.3.6 evaluate the accuracy and appropriateness of electronic information sources.	
Database	DB.3.1 add information (data) to a simple database.	
Spreadsheet	SS.3.1 enter information into a simple spreadsheet template and predict and observe changes to the graph/chart.	
	SS.3.2 create computer-generated graphs using a spreadsheet.	

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The student will:

	Operating Skills	<p>OS.3.1 locate and use the keys on the keyboard as appropriate.</p> <p>OS.3.2 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).</p> <p>OS.3.3 save a file to various locations.</p>
	Technology Concepts	<p>TC.3.1 demonstrate the responsible use of technology systems and software.</p> <p>TC.3.2 communicate about technology using developmentally appropriate and accurate terminology.</p> <p>TC.3.3 select appropriate applications to draw, compose, locate information, and practice math facts.</p> <p>TC.3.4 describe the concept that computers process in ones and zeroes.</p> <p>TC.3.5 understand and demonstrate ethical behavior when using technology.</p>

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The student will:

4th Grade	Word Processing	WP.4.1 write, revise, edit, and print a 2 or 3-paragraph composition.
		WP.4.2 produce a specialty page with text and student-created graphics (e.g. advertisement, invitation, title page, report cover, book cover).
		WP.4.3 edit text using a spelling checker.
	Graphics	GR.4.1 create an original graphic without the use of commercially prepared art.
		GR.4.2 create a simple electronic graphic organizer (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart, double-column note-taking chart).
		GR.4.3 manipulate a graphic (e.g. move, flip, rotate, resize).
	Multimedia	MM.4.1 plan and create developmentally appropriate multimedia products including text, graphics, sounds, and transitions.
Information Retrieval and Telecommunications	IT.4.1 use technology resources for directed and independent learning activities.	
	IT.4.2 select and use an appropriate electronic resource to access information (e.g. electronic encyclopedia, electronic dictionary, topic-specific software).	
	IT.4.3 access information on the Internet using bookmarks/favorites, links and URLs.	
	IT.4.4 refine an electronic information search using appropriate search strategies.	
	IT.4.5 evaluate the accuracy and appropriateness of electronic information sources.	
Database	DB.4.1 enter and report information using a simple database.	
Spreadsheet	SS.4.1 create and use a simple spreadsheet to communicate information.	
	SS.4.2 create and interpret appropriate computer-generated graphs using a spreadsheet.	

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The student will:

	Operating Skills	<p>OS.4.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).</p> <p>OS.4.2 save a file to various locations.</p> <p>OS.4.3 locate and use existing files.</p> <p>OS.4.4 manipulate a window (e.g. move, resize, minimize, maximize).</p> <p>OS.4.5 simultaneously use two or more software programs to accomplish a task.</p>
	Technology Concepts	<p>TC.4.1 demonstrate the responsible use of technology systems and software.</p> <p>TC.4.2 communicate about technology using developmentally appropriate and accurate terminology.</p> <p>TC.4.3 determine when technology is useful, and then select the appropriate resources to accomplish a variety of tasks.</p> <p>TC.4.4 explain the difference between RAM and ROM.</p> <p>TC.4.5 understand and demonstrate ethical behavior when using technology.</p> <p>TC.4.6 understand and apply basic copyright law as related to electronic resources.</p> <p>TC.4.7 identify the relative sizes of bits, bytes, kilobytes, megabytes, and gigabytes.</p>

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The student will:

5th Grade	Word Processing	WP.5.1 write, revise, edit, and print a 3 or more paragraph composition. WP.5.2 produce a specialty page with text and student-created graphics (e.g. advertisement, invitation, title page, report cover, book cover). WP.5.3 edit text using a spelling checker.
	Graphics	GR.5.1 import and manipulate a graphic produced using another program. GR.5.2 import and manipulate a graphic produced using digital resources (e.g. digital camera, scanner, digital images). GR.5.3 create a simple electronic graphic organizer (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart, double-column note-taking chart).
	Multimedia	MM.5.1 plan and create developmentally appropriate multimedia products including text, graphics, sounds, and transitions.
	Information Retrieval and Telecommunications	IT.5.1 use technology resources for directed and independent learning activities. IT.5.2 select and use appropriate electronic resources to access information. IT.5.3 refine an electronic information search using appropriate search strategies. IT.5.4 evaluate the accuracy and appropriateness of electronic information sources. IT.5.5 cite electronic sources appropriately in bibliographic form.
	Database	DB.5.1 create and use a database to manipulate and report information.
	Spreadsheet	SS.5.1 create and use a spreadsheet that includes simple formulas to communicate information. SS.5.2 create and interpret appropriate computer-generated graphs using a spreadsheet.

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The student will:

	Operating Skills	<p>OS.5.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).</p> <p>OS.5.2 save files to various locations and discuss the advantages of each.</p> <p>OS.5.3 locate and use existing files.</p> <p>OS.5.4 manipulate a window (e.g. move, resize, minimize, maximize).</p> <p>OS.5.5 simultaneously use two or more software programs to accomplish a task.</p>
	Technology Concepts	<p>TC.5.1 demonstrate the responsible use of technology systems and software.</p> <p>TC.5.2 communicate about technology using developmentally appropriate and accurate terminology.</p> <p>TC.5.3 determine when technology is useful, and then select the appropriate resources to accomplish a variety of tasks.</p> <p>TC.5.4 explain the difference between RAM and ROM.</p> <p>TC.5.5 understand and demonstrate ethical behavior when using technology.</p> <p>TC.5.6 understand and apply basic copyright law as related to electronic resources.</p> <p>TC.5.7 identify the relative sizes of bits, bytes, kilobytes, megabytes, and gigabytes.</p>

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The student will:

6th Grade	Word Processing	WP.6.1 produce a multi-page document using text and graphics. WP.6.2 edit text using a thesaurus, spelling checker, and grammar checker.
	Graphics	GR.6.1 create electronic graphic organizers (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart, flow chart, concept map, mind map).
	Multimedia	MM.6.1 plan and produce an individual or collaborative multimedia presentation.
	Information Retrieval and Telecommunications	IT.6.1 select and use appropriate electronic resources to access information. IT.6.2 refine an electronic information search using appropriate search strategies. IT.6.3 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources. IT.6.4 cite electronic sources appropriately in bibliographic form. IT.6.5 conduct a variety of searches using the on-line public access catalog (OPAC).
	Database	DB.6.1 create and use a database to manipulate and report information.
	Spreadsheet	SS.6.1 create and format a spreadsheet using formulas. SS.6.2 create computer-generated graphs using a spreadsheet.
	Operating Skills	OS.6.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV). OS.6.2 save files to various locations. OS.6.3 locate and retrieve files from various locations.

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The student will:

	Technology Concepts	<p>TC.6.1 demonstrate the responsible use of technology systems and software.</p> <p>TC.6.2 communicate about technology using developmentally appropriate and accurate terminology.</p> <p>TC.6.3 choose the most appropriate application for a given task (e.g. word processing, desktop publishing, database, spreadsheet, multimedia).</p> <p>TC.6.4 understand and demonstrate ethical behavior when using technology.</p> <p>TC.6.5 explain the purpose of the following: server, workstation, network, LAN, WAN, Internet, Intranet.</p>
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The student will:

7th Grade	Word Processing	WP.7.1 produce a multi-page document using text and graphics.
		WP.7.2 edit text using a thesaurus, spelling checker, and grammar checker.
		WP.7.3 produce documents integrating applications appropriately (e.g. spreadsheets and graphics).
	Graphics	GR.7.1 create electronic graphic organizers (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart, flow chart, concept map, mind map).
	Multimedia	MM.7.1 plan and produce an individual or collaborative multimedia presentation.
	Information Retrieval and Telecommunications	IT.7.1 select and use appropriate electronic resources to access information.
		IT.7.2 refine an electronic information search using appropriate search strategies.
		IT.7.3 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources.
	IT.7.4 cite electronic sources appropriately in bibliographic form.	
	IT.7.5 conduct a variety of searches using the on-line public access catalog (OPAC).	
Database	DB.7.1 create and use a database to manipulate and report information.	
Spreadsheet	SS.7.1 create and format a spreadsheet using formulas.	
	SS.7.2 create computer-generated graphs using a spreadsheet.	
Operating Skills	OS.7.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).	
	OS.7.2 save files to various locations.	
	OS.7.3 locate and retrieve files from various locations.	

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The student will:

	Technology Concepts	TC.7.1 demonstrate the responsible use of technology systems and software. TC.7.2 communicate about technology using developmentally appropriate and accurate terminology. TC.7.3 choose the most appropriate application for a given task (e.g. word processing, desktop publishing, database, spreadsheet, multimedia). TC.7.4 understand and demonstrate ethical behavior when using technology.
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The student will:

8th Grade	Word Processing	WP.8.1 produce a multi-page document using text and graphics.
		WP.8.2 edit text using a thesaurus, spelling checker, and grammar checker.
		WP.8.3 produce documents integrating applications appropriately (e.g. spreadsheets, graphics, and databases).
	Graphics	GR.8.1 create electronic graphic organizers (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart, flow chart, concept map, mind map).
	Multimedia	MM.8.1 plan and produce an individual or collaborative multimedia presentation.
	Information Retrieval and Telecommunications	IT.8.1 select and use appropriate electronic resources to access information.
		IT.8.2 refine an electronic information search using appropriate search strategies.
		IT.8.3 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources.
	IT.8.4 cite electronic sources appropriately in bibliographic form.	
	IT.8.5 conduct a variety of searches using the on-line public access catalog (OPAC).	
	IT.8.6 create a simple web page.	
Database	DB.8.1 select information from within a database using a query/search.	
Spreadsheet	SS.8.1 create and format a spreadsheet using formulas.	
	SS.8.2 create computer-generated graphs using a spreadsheet.	
Operating Skills	OS.8.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).	
	OS.8.2 save files to various locations.	
	OS.8.3 locate and retrieve files from various locations.	

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The student will:

	Technology Concepts	<p>TC.8.1 demonstrate the responsible use of technology systems and software.</p> <p>TC.8.2 communicate about technology using developmentally appropriate and accurate terminology.</p> <p>TC.8.3 choose the most appropriate application for a given task (e.g. word processing, desktop publishing, database, spreadsheet, multimedia).</p> <p>TC.8.4 understand and demonstrate ethical behavior when using technology.</p> <p>TC.8.5 identify career opportunities associated with technology applications (e.g. word processing, desktop publishing, database, spreadsheet, multimedia, Internet).</p> <p>TC.8.6 discuss the impact of technology on careers (e.g. professional, technical, clerical).</p>
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The student will:

9th Grade	Word Processing	WP.9.1 produce a fully documented research paper. WP.9.2 produce documents for specific purposes (e.g. business letters, resumes, reports).
	Graphics	GR.9.1 create electronic graphic organizers (e.g. fishbone diagram, story web, Venn diagram, cause and effect chart, flow chart, concept map, mind map).
	Multimedia	MM.9.1 plan and produce an individual or collaborative multimedia presentation using multiple resources (e.g. recordings, sounds, videos, graphics, animations).
	Information Retrieval and Telecommunications	IT.9.1 select and use appropriate electronic resources to access information. IT.9.2 refine an electronic information search using appropriate search strategies (e.g. Boolean operators, +, “ ”, *). IT.9.3 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources. IT.9.4 cite electronic sources appropriately in bibliographic form.
	Spreadsheet	SS.9.1 create and format a spreadsheet using formulas and functions. SS.9.2 create appropriate graphs using a spreadsheet. SS.9.3 produce and enhance spreadsheets for presentations.
	Operating Skills	OS.9.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV). OS.9.2 save files to various locations. OS.9.3 locate and retrieve files from various locations.
	Technology Concepts	TC.9.1 demonstrate the responsible use of technology systems and software. TC.9.2 communicate about technology using developmentally appropriate and accurate terminology. TC.9.3 understand and demonstrate ethical behavior when using technology.

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The student will:

10th Grade	Word Processing	WP.10.1 produce a fully documented research paper. WP.10.2 produce documents for specific purposes (e.g. business letters, resumes, reports).
	Multimedia	MM.10.1 plan and produce an individual or collaborative multimedia presentation using multiple resources (e.g. recordings, sounds, videos, graphics, animations).
	Information Retrieval and Telecommunications	IT.10.1 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources. IT.10.2 cite electronic sources appropriately in bibliographic form. IT.10.3 use specific-purpose electronic devices in appropriate content areas (e.g. graphing calculators, probeware).
	Database	DB.10.1 design and manipulate databases and generate customized reports.
	Spreadsheet	SS.10.1 create and format a spreadsheet using formulas and functions. SS.10.2 create appropriate graphs using a spreadsheet. SS.10.3 produce and enhance spreadsheets for presentations.
	Operating Skills	OS.10.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).
	Technology Concepts	TC.10.2 demonstrate the responsible use of technology systems and software. TC.10.3 communicate about technology using developmentally appropriate and accurate terminology. TC.10.1 understand and demonstrate ethical behavior when using technology.

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The student will:

11th Grade	Word Processing	<p>WP.11.1 produce a fully documented research paper.</p> <p>WP.11.2 produce documents for specific purposes (e.g. business letters, resumes, reports).</p> <p>WP.11.3 produce documents using advanced word processing features (e.g. hyperlinks, columns, tables, and mail merge).</p> <p>WP.11.4 produce documents integrating applications appropriately (e.g. database, spreadsheet, telecommunications, graphics).</p>
	Graphics	<p>GR.11.1 identify, select, and integrate digital images in varying formats to enhance presentations and publications.</p>
	Multimedia	<p>MM.11.1 plan, produce, and present an individual or collaborative multimedia presentation using multiple resources (e.g. recordings, sounds, videos, graphics, animations).</p>
	Information Retrieval and Telecommunications	<p>IT.11.1 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources.</p> <p>IT.11.2 cite electronic sources appropriately in bibliographic form.</p> <p>IT.11.3 use specific-purpose electronic devices in appropriate content areas (e.g. graphing calculators, probeware).</p>
	Database	<p>DB.11.1 design and manipulate databases and generate customized reports.</p>
	Spreadsheet	<p>SS.11.1 create and format a spreadsheet using formulas and functions.</p> <p>SS.11.2 create appropriate graphs using a spreadsheet.</p> <p>SS.11.3 produce and enhance spreadsheets for presentations.</p>
	Operating Skills	<p>OS.11.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).</p>

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The student will:

	Technology Concepts	TC.11.1 demonstrate the responsible use of technology systems and software. TC.11.2 communicate about technology using developmentally appropriate and accurate terminology. TC.11.3 understand and demonstrate ethical behavior when using technology. TC.11.4 determine when to use a database vs. a spreadsheet.
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The student will:

12th Grade	Word Processing	<p>WP.12.1 produce a fully documented research paper.</p> <p>WP.12.2 produce documents for specific purposes (e.g. business letters, resumes, reports).</p> <p>WP.12.3 produce documents using advanced word processing features (e.g. hyperlinks, columns, tables, and mail merge).</p> <p>WP.12.4 produce documents integrating applications appropriately (e.g. database, spreadsheet, telecommunications, graphics).</p>
	Multimedia	<p>MM.12.1 plan and produce an individual or collaborative multimedia presentation using multiple resources (e.g. recordings, sounds, videos, graphics, animations).</p>
	Information Retrieval and Telecommunications	<p>IT.12.1 evaluate authenticity, accuracy, reliability, and bias of information retrieved from electronic sources.</p> <p>IT.12.2 cite electronic sources appropriately in bibliographic form.</p> <p>IT.12.3 use specific-purpose electronic devices in appropriate content areas (e.g. graphing calculators, probeware).</p>
	Database	<p>DB.12.1 design and manipulate databases and generate customized reports.</p>
	Spreadsheet	<p>SS.12.1 create and format a spreadsheet using formulas and functions.</p> <p>SS.12.2 create appropriate graphs using a spreadsheet.</p> <p>SS.12.3 produce and enhance spreadsheets for presentations.</p>
	Operating Skills	<p>OS.12.1 participate in directed and independent learning activities using a variety of media and technology resources (e.g. overhead projector, VCR, CD, computer software, digital camera, scanner, audiotape, laserdisc, TV).</p>
	Technology Concepts	<p>TC.12.1 demonstrate the responsible use of technology systems and software.</p> <p>TC.12.2 communicate about technology using developmentally appropriate and accurate terminology.</p> <p>TC.12.3 understand and demonstrate ethical behavior when using technology.</p> <p>TC.12.4 determine when to use a database vs. a spreadsheet.</p>

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The student will:

High school students have the opportunity to take technology-rich courses throughout their high school experience. Students are encouraged to take these courses as their schedule permits. Through the sum of their integrated learning experiences during their high school career, students will develop the ability to

- analyze and solve routine hardware and software problems
- develop an understanding of the concepts of broadcast instruction, audio/video conferencing, and other distance learning applications
- develop an understanding of how computers may be connected to form a telecommunications network
- identify new and emerging technologies
- develop an understanding of the purpose of local area networks, wide area networks, and worldwide networks
- explain legal, personal safety, network etiquette, and ethical behaviors regarding the use of technology and information
- identify career opportunities associated with information technology (e.g. desktop publishing, graphic design, database administration, multimedia production, Web publishing).