

York Public School Instructional Technology Curriculum Matrix

D=Developed
M=Mastered
A=Applied

Keyboarding Course – Gr.6

Keyboarding Course – Gr.7

Keyboarding Course – Gr.8

Computer Studies I

Computer Studies II

Computer Languages

Webpage Design

Core Curriculum Classes

1.0	Basic Operations and Concepts	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
1.1	General Computer Knowledge															
1.1.1	Identify simple computer parts using correct terms (e.g. mouse, keyboard, monitor, disk, printer)	D	M	A												
1.1.2	Turn the computer on and off	D	M	A												
1.1.3	Log into and out of the network using name and password.	D	M	A												
1.1.4	Launch new programs	D	M	A												A
1.1.5	Open a new or saved document	D	M	A												
1.1.6	Update the window scroll bar to effectively move through the application screen.	D	M	A												
1.1.7	Save files to proper locations using "save" and "save as"		D	M	A											
1.1.8	Chose printer			D	M	A										
1.1.9	Print Document			D	M	A										
1.1.10	Organize the files into folders				D	M	A									
1.1.11	Use the troubleshooting process (e.g. identify problem, check obvious, note error messages, seek assistance)				D	M	A									
1.2	Keyboarding Strategies	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
1.2.1	Hold and position the mouse	D	M	A												
1.2.2	Use proper keyboard position (e.g. hand orientation, space bar, hub key, shift, return)			D	M	A										
1.2.3	Keyboard at 15 wpm (words per minute) with 93% accuracy				D	D	M	A								
1.2.4	Keyboard at 25 wpm (words per minute) with 93% accuracy								D	M	M					A
1.2.5	Keyboard at 30-40 wpm with 93% accuracy or 40wpm with 90% accuracy										M	M				A
1.3	Multimedia Resource Knowledge	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
1.3.1	Use multimedia resources (e.g. interactive books, educational software, multimedia encyclopedias)	D	M	A												
1.4	Computer Programming Languages	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
1.4.1	Demonstrate competency in computer programming (e.g. C++)											D	M	M		
2.0	Social, Ethical, and Human Issues															
2.1	Social	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
2.1.1	Work cooperatively and collaboratively with peers, family members, and others when using technology in the classroom.							M	A	A						
2.2	Ethics	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
2.2.1	Use common network courtesies (e.g., logging in using own name and password, respecting other students' works)							A	A	A						
2.2.2	Read and follow district guidelines and consequences of misuse (e.g., access appropriate web sites, report improper use, protect personal information, honor privacy of others, utilize network resources for appropriate educational activities)							D	M	A		M				
2.2.3	Observe copyright laws and responsibilities (e.g., cite sources, obtain permission to use others' works to refrain from plagiarism)								D	M	D	M				
2.3	Human Issues	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
2.3.1	Use technology to promote curiosity and learning							M	A	A	M	M				
2.3.2	Explore uses of technology in workplace and society (e.g., advantages and disadvantages of relying on technology)								D	M	M	M				
2.3.3	Make informed choices regarding technology resources (e.g., be aware of ethical and social issues relating to technology)								D	D	M	M				
2.3.4	Explore technology related career choices								D	D		M				
3.0	Technology Productivity Tools															
3.1	Word Processing	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.1.1	Enter and delete text	D	M	A							M					A
3.1.3	Apply editing techniques (e.g., spell check, thesaurus, find/change, copy/cut/paste)			D	M	A					M					A
3.1.4	Apply advanced editing techniques (e.g., spell check, thesaurus, find/change, copy/cut/paste)						D	M	A		M					A
3.1.5	Apply formatting techniques (e.g., alignment, tabs, fonts, styles, spacing)			D	M	A					M					A

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		K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.1.6	Apply advanced formatting techniques (e.g., alignment, tabs, fonts, styles, spacing)						D		M	A					M	A
3.1.7	Manipulate text layout and design for newsletter, magazine, flyer or presentation layouts											M	M			A
3.2	Graphics	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.2.1	Use painting and drawing tools (e.g., text, line, shapes, eraser, brush, spray can, paint bucket)	D	M	A							D	M				
3.2.2	Use advance painting and drawing tools (e.g., text line, shapes, eraser, brush, spay can, paint bucket, rotate, resize, gradients)					D	M	A			D	M				
3.2.3	Insert original or commercial clip art into documents/projects			D	M	A					M	M				
3.2.4	Insert clip art from a variety of sources into documents/projects (e.g., CD, Internet, camera, scanner)								D	M	M	M	M	A	A	
3.2.5	Edit and manipulate graphics (e.g., move, resize)			D	M	A					M	M	M	M	A	
3.2.6	Edit and manipulate graphics (e.g., cropping, rotating, changing file size)										M	M	M	M	A	
3.2.7	Capture digital images and insert into document (e.g., pictures, scanned images)					D	M	A				M				
3.2.8	Capture digital images and insert into document (e.g., pictures, scanned images, video footage)									D	M	M	M	M	A	
3.2.9	Superimpose images (e.g., matching size, colors, shading)										D	M				
3.2.10	Develop animated .gifs (e.g., digital camera images, scanned images)										D	M				
3.2.11	Create two dimensional animations (e.g., scripted scenes, navigational buttons)											M				
3.2.12	Create interactive two-dimensional animations (e.g., scripted scenes, navigational buttons)											M				
3.3	Multimedia	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.3.1	Develop a graphic organizer (e.g., Inspiration, storyboard) for multimedia production			D	M	A					D	M				
3.3.2	Create developmentally appropriate multimedia projects			D	M	A						M				
3.3.3	Incorporate multiple components into multimedia projects (e.g., text, graphics, sound, drawing, transitions, buttons)			D	M	A						M				
3.3.4	Use advanced multimedia techniques (e.g., animations, new button actions, web links)					D	M	A				M				
3.4	Web Programming	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.4.1	Develop a graphic organizer (e.g., Inspiration, storyboard) for web production					D	M	A								
3.4.2	Create a web page using text, graphics, links												M	M		
3.4.3	Use advanced web design techniques (e.g., animations, anchors, tables, frames, viewing source/document/information files)												M	M		
3.4.4	Demonstrate Java scripting												D			
3.5	Desktop Video Production	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.5.1	Demonstrate appropriate care of video production equipment (e.g., cameras, cables, computers)						D	D	D			M				
3.5.2	Identify video production equipment parts (e.g., cameras, connections, audio equipment, tripods, lights)						D	D	D			M				
3.5.3	Storyboard video collaboratively with peers						D	D	M			M				
3.5.4	Use video filmed by others to develop productions						D	D	M			M				
3.5.5	Film quality video footage						D	D	M			M				
3.5.6	Film quality video footage using advance techniques (e.g., video mixing, mobile vide, aligning video to genre, chroma keying)											M				
3.5.7	Import video into computer						D	D	M			M				
3.5.8	Import video into computer using advanced techniques (e.g., time, code/batch, capturing)											M				
3.5.9	Edit video footage adding effects (e.g., sound, text)						D	D	M			M				
3.5.10	Edit video footage adding effects using advanced techniques (e.g., multiple video sources, overlaying											M				

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	video using chroma key, adding animations)M															
3.5.11	Print to video (QuickTime)								D	M						
3.5.12	Print to CD								D	M						
3.5.13	Print to DVD									D						
3.6	Database	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.6.1	Define database fields						D	M	A		M					
3.6.2	Enter and sort information						D	M	A		M					
3.6.3	Use advanced database sorting techniques (e.g., <, =, begins with, contains)										M					
3.6.4	Print database report						D	M	A		M					
3.6.5	Format and print advanced database layouts (e.g., labels, customized reports)										M					
3.6.6	Merge database information into other application documents (e.g., word processing, web page)										M					
3.7	Spreadsheet	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.7.1	Enter and sort information into a spreadsheet						D	M	A		M					
3.7.2	Create simple graphs (e.g., bar, pie, circle, line)						D	M	A		M					
3.7.3	Use advanced graph formatting techniques (e.g., step size, 3-dimensional, color, shading, labeling)							D	M	A	M					
3.7.4	Demonstrate basic spreadsheet functions (e.g., +, -, *, /, and average)							D	M	A	M					
3.7.5	Demonstrate advance spreadsheet functions and formulas (e.g., COUNT, IF, LOOKUP, NOW, NPER, NPMT)										M					
3.7.6	Use advanced spreadsheet formatting (e.g., font, alignment, line, shade, color, dimension)										M					
3.7.7	Merge spreadsheet information into other application documents (e.g., word processing, web page)										M					
3.8	Integrated Applications	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.8.1	Use advanced features (e.g., merge, sort, filter, link, embed) of application software)															
3.9	Peripheral Devices	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
3.9.1	Use hand-held digital device for collection with classes or small groups (e.g., Proscopes, Flip Cams, iPods, science probes for temperature, light, sound collection)				D	M	A					D				
3.9.2	Use hand-held digital device for data collection individually or in small groups (e.g., Proscopes, Flip Cams, iPods, science probes for temperature, light, sound collection)				D				A			D				
4.0	Communications/Collaboration	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
4.1	Email	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
4.1.1	Access account, retrieve, compose, send, and reply to messages using class accounts					D		A			A	M	M			
4.1.2	Access account, retrieve, compose, send and reply to messages using individual accounts.								D	M	A	M	M	M	A	
4.1.3	Manage email messages (e.g. deleting, saving and organizing)								D	M	A	M	M	M	A	
4.1.4	Use advanced email features (e. g postpone, edit, forward, carbon copy, multiple recipients, attachments)								D	M	A	M	M	M	A	
4.1.5	Print Message								D	M	A	M	M	M	A	
4.1.6	Create an address book								D	M	A	M	M	M	A	
4.2	Telecommunication/Collaborations	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
4.2.1	Participate in online discussions (e. g real-time chats, bulletin boards, iSight cameras)						D					M				A
4.2.2	Participate in desktop video conferencing (e.g. iSight cameras)					D	M	A								A
4.3	Presentation Skills	K	1	2	3	4	5	6	7	8	9-12	9-12	10-12	10-12	9-12	
4.3.1	Format presentation using appropriate text and images (e. g text consists of main ideas, images enhance text, sounds and transitions support text)				D	M	A				D	M				A
4.3.2	Use effective oral communication skills (e. g speak loudly, clearly; use gestures; maintain eye contact; use technology only as reference point)				D	M	A				D	M				A
4.3.3	Align graphics, text, and sound with content					D	M				D					A

