

DIGITAL INFORMATION TECHNOLOGY CURRICULUM SUMMARY

The purpose of the Digital Information Technology Curriculum Summary is to present an overview of the digital information technology curriculum. Parents are the intended audience of the Digital Information Technology Curriculum Summary.

Keyboarding
<ul style="list-style-type: none">• Proper posture techniques• Correct keying techniques using touch-typing• Control and competency in the manipulation of the keyboard and software packages• Drills typed and proofread in Microsoft

Digital Citizenship
<ul style="list-style-type: none">• Advanced search techniques (Boolean logic)• Social Bookmarking and Tags (i.e. Delicious)• Digital Research (i.e. Evernote)• -Digital Safety (Acceptable Use Policy), protect personal security/privacy, hardware and network security• Digital Rights/Responsibilities, Creative Commons licensing, copyright and Fair Use Law, plagiarism, digital etiquette• Cyber Bullying• -Self help/research

Word Processing/Publishing
<ul style="list-style-type: none">• Opening and saving documents• Advanced formatting (margins, tabs, tables, orientation, MLA Style, spacing, columns)• Images: Find, select, and embed• Add, align, and modify (cropping, etc.) with graphic tools (Word Art, shadowing, text boxes, borders, fill colors)• Create headers/footers• Spellchecking and proofreading• Use of publishing templates (newsletters, brochures, flyers)

Digital Media
<ul style="list-style-type: none">• Basic to advanced multimedia presentations (slide layouts, graphic, hyperlinks, transitions, action buttons, animation, audio, video)• Web 2.0 tools (Wikis, Blogs/Forums, VoiceThreads, Delicious, Evernote, Zoho, Podcasting, EduGlogster)• Online lessons and blogs (Moodle, Wikis)• Photo Editing (layers, filters, resolution, file conversion)• Digital Devices (scanners, iPods, digital cameras, SMART Board)