

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

- Edutyping Keyboarding (Web-based Keyboarding Lessons 1-16)
- 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 Word
- -Good work habits/follow directions

File Management

- Log in/Password protocol; accessing district resources
- Saving and retrieving student and network files/folders
- Create, organize files/folders

Digital Media

- Basic digital storytelling using storyboard graphics, transitions, voice narration, and music
- Enrichment Web 2.0 tools (Picnik, Animoto, Glogster)
- Online lessons and blogs (Moodle, Wikis)

Word Processing/Publishing

- Opening and saving documents
- Advanced formatting (margins, tabs, tables, orientation, MLA Style, spacing)
- 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 (cards, invitations, etc.)

Digital Citizenship

- Advanced search techniques (Boolean logic)
- Search engines
- 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