

Escanaba Area Public Schools
 K-12 Technology Curriculum Matrix
 Key: I=Introduce; D= Develop; R=Reinforce; M=Mastery

Computer Skills

Identify Computer Components

Keyboard

Mouse

Monitor

Printer

CD-Rom

Scanner

Digital Camera

Video Camera

Define and Use Terminology

Cursor

Icon

Menu bar

Scroll bar

Hardware

Software

Network

Log In

Word Processor

Edit

Font

Internet

	K	1	2	3	4	5	6	7	8	9	10	11	12
Identify Computer Components													
Keyboard	I	D	R	M									
Mouse	I	D	R	M									
Monitor	I	D	R	M									
Printer	I	D	R	M									
CD-Rom	I	D	R	M									
Scanner					I	D	R	R	R	M			
Digital Camera							I	D	R	R	M		
Video Camera							I	D	R	R	M		
Define and Use Terminology													
Cursor	I	D	R	M									
Icon	I	D	R	M									
Menu bar	I	D	R	M									
Scroll bar	I	D	R	M									
Hardware			I	D	R	M							
Software			I	D	R	M							
Network			I	D	R	M							
Log In			I	D	R	M							
Word Processor				I	D	R	M						
Edit				I	D	R	M						
Font				I	D	R	M						
Internet				I	D	R	M						

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	K	1	2	3	4	5	6	7	8	9	10	11	12
File/Document				I	D	R	R	M					
Folder				I	D	D	R	M					
Multi-media				I	D	D	R	M					
Server				I	D	M							
Dialog Box				I	D	M							
Browser				I	D	M							
Web page/site					I	D	D	R	R	M			
URL					I	D	D	R	R	M			
Search Engine					I	D	D	R	R	M			
Boolean language						I	D	D	R	R	R	M	
HTML						I	D	D	R	R	R	R	R
Bookmarks				I	D	R	M						
Favorites				I	D	R	M						
WWW				I	D	R	M						
HTTP					I	D	R	R	R	M	M		
FTP								I	R	M	M		
Spreadsheet							I	D	R	R	M		
Column							I	D	R	R	M		
Cell							I	D	R	M	M		
Formula							I	D	R	R	M		
Calculate								I	D	R	M		
Row								I	D	M	M		

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	K	1	2	3	4	5	6	7	8	9	10	11	12
Database							I	D	R	R	M		
Field							I	D	R	R	M		
File							I	D	R	R	M		
Find								I	D	R	M		
Record							I	D	R	R	M		
Search								I	D	R	M		
Select Report								I	D	R	M		
Sort								I	D	R	M		
Use Proper Mouse Skills		I	D	R	R	M							
Turn computer on/off		I	D	M									
Use scroll bar		I	D	R	M								
Log In/Out on School Network			I	D	M								
Print to network printer			I	D	R	R	M						
Navigate through folders to locate files				I	D	R	M						
Save and retrieve files on server				I	D	R	M						
Use Finder to access applications and documents					I	D	R	M					
Access Files in workgroup shared folder					I	D	R	M					
Able to choose and print to appropriate printer					I	D	R	R	R	M	M		
Use keyboard shortcuts						I	D	D	R	R	R	R	M
Use variety of storage media							I	D	R	R	R	M	M
Recognze/solve routine computer problems							I	I	D	D	R	R	M

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Keyboarding

Identify letters and numbers

Identify and use special keys

Space Bar

Return

Shift

Delete

Caps Lock

Arrow keys

Punctuation Keys

Command

Option

Tab

Numbers/Symbols

Use Home Row

Use Correct Finger position/reach

10 wpm-90% accuracy

15 wpm-90% accuracy

20 wpm-95% accuracy

25 wpm-95% accuracy

Use Touch Keyboarding

	K	1	2	3	4	5	6	7	8	9	10	11	12
Identify letters and numbers	I	D	D	D	R	R	M						
Identify and use special keys													
Space Bar	I	D	R	M									
Return	I	D	R	M									
Shift	I	D	R	M									
Delete		I	D	R	M								
Caps Lock		I	D	R	M								
Arrow keys		I	D	R	M								
Punctuation Keys		I	D	R	M								
Command			I	D	D	D	D	R	R	M			
Option			I	D	D	D	D	R	R	M			
Tab			I	D	D	D	D	R	R	M			
Numbers/Symbols			I	D	D	D	R	R	M	M			
Use Home Row			I	D	D	D	R	R	R	R	M	M	M
Use Correct Finger position/reach				I	D	D	R						
10 wpm-90% accuracy				R									
15 wpm-90% accuracy					R								
20 wpm-95% accuracy						R							
25 wpm-95% accuracy							R	R	R	R	R	M	M
Use Touch Keyboarding				I	D	D	D	D	D	D	R	R	R

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Software Applications

Access and Exit software

K	1	2	3	4	5	6	7	8	9	10	11	12
I	D	D	R	M								

Use application's menus

I	D	D	D	D	D	D	R	R	R	M		
---	---	---	---	---	---	---	---	---	---	---	--	--

Print documents

	I	D	D	R	M							
--	---	---	---	---	---	--	--	--	--	--	--	--

Print Preview

			I	D	R	R	R	R	M			
--	--	--	---	---	---	---	---	---	---	--	--	--

Set print options

			I	D	R	R	R	R	M			
--	--	--	---	---	---	---	---	---	---	--	--	--

Save documents

		I	D	D	R	M						
--	--	---	---	---	---	---	--	--	--	--	--	--

Use graphical organizer software

		I	D	D	D	D	D	R	R	M		
--	--	---	---	---	---	---	---	---	---	---	--	--

Drawing/Painting

Create pictures using tools

		I	D	D	D	D	R	M				
--	--	---	---	---	---	---	---	---	--	--	--	--

Use tools to modify clip art

				I	D	D	R	R	R	M		
--	--	--	--	---	---	---	---	---	---	---	--	--

Add text to drawing documents

				I	D	D	R	M				
--	--	--	--	---	---	---	---	---	--	--	--	--

Create text box

					I	D	R	M				
--	--	--	--	--	---	---	---	---	--	--	--	--

Resize/Scale objects

					I	D	R	R	R	M		
--	--	--	--	--	---	---	---	---	---	---	--	--

Move objects

					I	D	R	R	R	M		
--	--	--	--	--	---	---	---	---	---	---	--	--

Cut/Copy/Paste/Duplicate objects

					I	D	R	R	M	M		
--	--	--	--	--	---	---	---	---	---	---	--	--

Convert various graphic formats

								I	D	R	R	M	M
--	--	--	--	--	--	--	--	---	---	---	---	---	---

Word Processing

Use text wrap when typing

		I	D	R	M							
--	--	---	---	---	---	--	--	--	--	--	--	--

Use correct spacing

		I	D	R	M							
--	--	---	---	---	---	--	--	--	--	--	--	--

Choose font/size/style/color

		I	D	R	M							
--	--	---	---	---	---	--	--	--	--	--	--	--

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	K	1	2	3	4	5	6	7	8	9	10	11	12
Indent paragraphs			I	D	R	M							
Select text for editing			I	D	R	R	M						
Import graphic images into WP				I	D	R	M						
Justify/Align text				I	D	R	M						
Change page setup				I	D	R	M						
Cut/delete/move blocks of text				I	D	R	M						
Change line spacing				I	D	R	M						
Use spell checker				I	D	R	M						
Use graphic object text wrap					I	D	D	R	M				
Create columns					I	D	D	R	R	M	M		
Create column breaks and page breaks								I	D	R	R	M	
Set margins					I	D	D	R	R	R	M	M	
Adjust Page view					I	D	M						
Use thesaurus						I	D	R	M				
Print Presentations													
Describe different display media								I	D	R	R	M	M
Produce a desktop publishing document									I	D	R	M	M
Multi-media Presentation													
Create slideshow with student drawings				I	D	R	M						
Design slide/card					I	D	M						
Add text to card/slide					I	D	M						
Modify text on card/slide					I	D	M						

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	K	1	2	3	4	5	6	7	8	9	10	11	12
Add cards/slides to presentation					I	D	M						
Import graphics into slide/card					I	D	D	R	M				
View slide presentation					I	D	D	M					
Add transitions to presentation						I	D	R	M				
Add effects to slide presentation						I	D	R	M				
Prepare and deliver presentation							I	R	R	M	M		
Judge quality of presentation							I	D	R	M	M		

Digital Imaging

Import photos from digital camera					I	D	R	R	M				
Use digital photos in multi-media					I	D	R	R	M				
Scan, crop, save graphics						I	D	R	R	M			
Capture images with digital camera						I	D	R	M				
Capture video with digital cam-corder						I	D	D	R	R	M		
Edit images/video in video editing software						I	D	D	R	R	M		

Spreadsheet

Construct simple spreadsheet /table							I	D	D	R	R	M	
Enter data into spreadsheet/table							I	D	D	R	R	M	
Create Graphs using spreadsheet data							I	I	D	R	R	M	
Use basic formulas								I	D	R	M		
Modify page layout								I	D	R	M		
Export graphs to a document								I	D	R	M		

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Database

Define database fields							I	I	D	R	R	M	
Enter data into database							I	I	D	R	R	M	
Produce report							I	I	D	R	R	M	
Use data base to search for information								I	D	R	R	M	
Use basic formulas								I	D	R	R	M	
Modify page layout								I	D	R	R	M	
Export graphics to a document								I	D	R	R	M	

Communications/Internet

Internet safety for age appropriate use

Evaluating appropriate sites			I	D	D	D	R	R	R	R	R	R	R
Using web sites/pages appropriately			I	D	D	D	R	R	R	M			
Personal responsibility for online actions				I	D	D	D	R	R	R	R	R	R
Internet Crime/Laws						I	D	R	R	R	R	R	R

Using Browsers

Use menus and tools to navigate sites			I	D	D	R	R	R	R	M			
Use back/forward/Go/History to navigate sites			I	D	D	R	R	R	R	M			
Use links in search directory			I	D	D	R	M						
Use bookmarks to access sites				I	D	R	M						
Use search engines to locate information				I	D	D	R	R	R	M			
Copy images/text from web page				I	D	D	R	R	R	M			

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	K	1	2	3	4	5	6	7	8	9	10	11	12
Type URL correctly					I	D	D	R	R	M			
Set bookmarks/favorites					I	D	R	R	M				
Use re-load/refresh as appropriate						I	M						
Understand basic Boolean search operators						I	D	R	R	R	M		

Social Ethical and Human Issues

Care and use of equipment	I	D	R	M									
Uses of technology in our daily lives	I	D	R	R	R	R	R	R	R	R	R	R	R
School technology rules		I	D	R	R	R	R	R	R	R	M		
Respect privacy of others			I	D	D	D	D	R	R	R	M		
Safe/Unsafe uses of technology			I	D	D	D	D	R	R	R	R	R	R
Technology related careers				I	D	D	D	D	R	R	M	M	M
Responsible use of technology resources				I	D	D	D	R	R	R	R	R	R
Copyright laws					I	D	R	R	R	R	R	M	
Etiquette for electronic communication						I	D	R	R	M			
Citing Internet resources							I	D	R	R	M		

Geographic Information System

Use correct terminology									I	D	D	M	
Use software to create and manipulate maps									I	D	D	M	
Load previously created maps									I	D	D	M	
Create and understand layers									I	D	D	M	
Interpret map coordinates and ordinal directions									I	D	D	M	
Manipulate the data in a GIS database									I	D	D	M	