

<p style="text-align: center;"><b><u>Unit 1</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Basic Skills and Concepts</b></div> <ul style="list-style-type: none"> <li>• Mouse skills</li> <li>• Opens and quits applications</li> <li>• Works with windows, icons, and menus</li> <li>• Uses basic technology vocabulary</li> <li>• Save documents</li> <li>• Importance of saving</li> <li>• Retrieve documents</li> <li>• Uses OSX dock to find and launch applications</li> <li>• Computer care</li> <li>• Use menu bars and commands</li> <li>• Applies strategies for identifying and solving routine hardware and software problems</li> <li>• Select Printer</li> <li>• Use multiple applications simultaneously</li> </ul>	<p style="text-align: center;"><b><u>Unit 2</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Virtual Music/Podcasting</b></div> <ul style="list-style-type: none"> <li>• Demonstrates understanding of music related concepts such as tempo and key</li> <li>• Identifies difference between real instrument tracks and software instrument tracks</li> <li>• Uses multiple track loops to create music</li> <li>• Utilizes volume and pan features to edit tracks/music</li> <li>• Uses cycle feature to listen to parts of a track/song</li> <li>• Creates original music/song</li> <li>• Re-mixes tracks of existing songs to create an alternate version</li> <li>• Creates podcast using template</li> <li>• Applies ducking and loops to enhance podcast</li> <li>• Inserts and edits graphics to add a visual component to the podcast</li> </ul>	<p style="text-align: center;"><b><u>Unit 3</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Email</b></div> <ul style="list-style-type: none"> <li>• Explains the parts of an email address</li> <li>• Creates a password</li> <li>• Receives and replies to messages</li> <li>• Composes, edits and sends messages</li> <li>• Follows proper mail etiquette</li> <li>• Forwards mail with leading message</li> <li>• Attaches, receives and opens attachments using appropriate format and extension</li> </ul>	<p style="text-align: center;"><b><u>Unit 4</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Internet</b></div> <ul style="list-style-type: none"> <li>• Uses teacher-selected web sites</li> <li>• Launches a browser and uses the tool bar</li> <li>• Navigates by clicking on links on web pages</li> <li>• Returns to site using back button or bookmark/favorites</li> <li>• Knows the parts of a URL</li> <li>• Evaluates sites and information for validity and accuracy</li> <li>• Copies and paste texts or images and cites sources correctly</li> </ul>	<p style="text-align: center;"><b><u>Unit 5</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Graphics</b></div> <ul style="list-style-type: none"> <li>• Resizes and crops images</li> <li>• Determines/compares/adjusts image resolution</li> <li>• Uses various select tools and related options</li> <li>• Understands history, color and layer panels</li> <li>• Uses multiple layers</li> <li>• Uses clone/stamp tool</li> <li>• Adjusts layer, paint, and eraser opacities/transparencies</li> <li>• Flattens images</li> <li>• Uses text tool and understands editing options</li> </ul>
<p style="text-align: center;"><b><u>Unit 6</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Programming</b></div> <ul style="list-style-type: none"> <li>• Identify and explain the function of basic programming</li> <li>• Create code for common tasks</li> <li>• Test and debug code</li> <li>• Problem-solve</li> <li>• Decision making</li> <li>• Create animations</li> </ul>	<p style="text-align: center;"><b><u>Unit 7</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Ethics</b></div> <ul style="list-style-type: none"> <li>• Demonstrates understanding of acceptable use policy</li> <li>• Follows rules and procedures for technology use (netiquette)</li> <li>• Works cooperatively and collaboratively with others when using technology</li> <li>• Exhibit positive social and ethical behaviors when using technology systems and software and discusses consequences of misuse</li> <li>• Respect rights of privacy and confidentiality for self and others</li> <li>• Plagiarism</li> </ul>	<p style="text-align: center;"><b><u>Unit 8</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Safety</b></div> <ul style="list-style-type: none"> <li>• Protect personal information</li> <li>• Identify dangerous or uncomfortable situations online</li> <li>• Handles dangerous or uncomfortable situations appropriately</li> </ul>	<p style="text-align: center;"><b><u>Unit 9</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>File and Resource Management</b></div> <ul style="list-style-type: none"> <li>• Logs onto network</li> <li>• Identifies purpose of network</li> <li>• Understands user name and password</li> <li>• Identify difference between local and network files</li> <li>• Saves and finds files and folders</li> <li>• Keeps documents separate from applications</li> <li>• Creates folders to store work and saves work in correct folder</li> <li>• Uses “get your projects here” and “turn your projects in” folders</li> <li>• Saves work in various formats and adds correct extensions to file names</li> </ul>	<p style="text-align: center;"><b><u>Unit 10</u></b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>Animation</b></div> <ul style="list-style-type: none"> <li>• Uses common tools to create visual content</li> <li>• Uses layers to manage backgrounds and animated elements</li> <li>• Understands the concept of animation frames and framerate</li> <li>• Understands keyframe animation and tweening</li> <li>• Uses paths to guide animated objects</li> <li>• Integrates sound into an animated scene</li> </ul>
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