

# Bibb County School District

## Technology Scope and Sequence

### 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grades

Course of Study Standard #	Students will	K	1	2	3	4	5	6	7	8	9	10	11	12
	<b>Technology Operations and Concepts</b>													
<b>1</b>	<b>Use accurate terminology related to technology.</b>													
	<i>Use appropriate terminology related to technology.</i>	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>21</b>	<b>Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, and mail merging.</b>													
	<i>Use outlining feature.</i>										9	10	11	12
	<i>Track changes when editing.</i>										9	10	11	12
	<i>Insert hyperlinks.</i>										9	10	11	12
	<i>Perform mail merge.</i>										9	10	11	12
<b>23</b>	<b>Utilize advanced features of spreadsheet software, including creating charts and graphs, sorting and filtering data, creating formulas, and applying functions.</b>													
	<i>Determine which type of graph/chart is best suited for various situations.</i>								7	8	9	10	11	12
	<i>Use spreadsheets to create charts.</i>								7	8	9	10	11	12
	<i>Edit graphs and charts to include colors, axis, background, legend, titles, and data labels.</i>								7	8	9	10	11	12
	<i>Use spreadsheets to sort and filter data.</i>								7	8	9	10	11	12
	<i>Use spreadsheets to create formulas and apply functions.</i>								7	8	9	10	11	12
	<i>Move and copy sheets within a workbook and between workbooks.</i>								7	8	9	10	11	12
	<i>Import data into an existing spreadsheet.</i>								7	8	9	10	11	12
<b>25</b>	<b>Utilize advanced features of database software, including sorting, filtering, querying, merging data, and creating reports.</b>													
	<i>Create and use queries within a database.</i>										9	10	11	12
	<i>Create reports based on queries.</i>										9	10	11	12
	<i>Utilize database software to sort, filter, and merge data.</i>										9	10	11	12
<b>27</b>	<b>Utilize advanced features of multimedia software, including image, video, and audio editing.</b>													
	<i>Utilize software for image editing, compressing, and resizing; video editing; and audio editing.</i>										9	10	11	12
<b>29</b>	<b>Demonstrate advanced technology skills, including compressing, converting, importing, exporting, and backing up files.</b>													
	<i>Compress a file.</i>										9	10	11	12
	<i>Attach a file to an email.</i>										9	10	11	12
	<i>Upload a file.</i>										9	10	11	12

	<i>Download a file.</i>										9	10	11	12	
	<i>Convert a file from one file type to another.</i>										9	10	11	12	
	<i>Import a file into an application.</i>										9	10	11	12	
	<i>Export data from one application to be used by another application.</i>										9	10	11	12	
<b>30</b>	<b>Demonstrate digital file transfer.</b>														
	<i>Transfer a digital file from one location to another.</i>									8	9	10	11	12	
<b>31</b>	<b>Transfer data among applications.</b>														
	<i>Import data from one application to another.</i>										9	10	11	12	
	<i>Export data from one application to another.</i>										9	10	11	12	
<b>32</b>	<b>Explain data encryption procedures.</b>														
	<i>Explain the definition of encryption and why it is necessary;</i>										9	10	11	12	
<b>35</b>	<b>Perform routine software and hardware maintenance.</b>														
	<i>Perform hard drive or storage cleanup.</i>										9	10	11	12	
	<i>Clean up Internet temporary files, cookies, and history.</i>										9	10	11	12	
	<i>Empty Recycle Bin or "trash."</i>										9	10	11	12	
	<i>Make sure anti-virus software is updated and active.</i>										9	10	11	12	
	<i>Make sure operating system updates are current.</i>										9	10	11	12	
	<i>Back-up critical files.</i>										9	10	11	12	
	<i>Be aware of defrag process and when to use it.</i>										9	10	11	12	
<b>36</b>	<b>Diagnose hardware and software problems.</b>														
	<i>Diagnose hardware problems. (monitor, keyboard, mouse, headsets, printers, wireless)</i>										9	10	11	12	
	<i>Diagnose software problems.</i>										9	10	11	12	
<b>37</b>	<b>Apply strategies to correct malfunctioning hardware and software.</b>														
	<i>Correct malfunctioning hardware.</i>										9	10	11	12	
	<i>Correct malfunctioning software.</i>										9	10	11	12	
<b>39</b>	<b>Describe the importance of security for personal information and systems.</b>														
	<i>Define security software and current security threats such as "phishing."</i>								7	8	9				
	<i>Recognize and describe the importance of security in regard to technology resources.</i>								7	8	9	10	11	12	
	<i>Discuss identity theft, ways it can occur, preventive measures, and possible consequences.</i>								7	8	9	10	11	12	
	<i>Be aware of current trends in data security and issues.</i>								7	8	9	10	11	12	
<b>40</b>	<b>Define and understand the effects of computer/electronic device contaminants such as "viruses", "malware", "adware", "crimeware", and "spyware."</b>														
	<i>Be aware of the most common threats to technology resources and the most common sources of the threats.</i>										8	9	10	11	12
	<b>Digital Citizenship</b>														
<b>41</b>	<b>Identify safe and responsible ways to use technology systems, the Internet including but not limited to social/professional networking, communication tools, and applications.</b>														
	<i>Identify safe and responsible practices of social networking and electronic communication.</i>					4	5	6	7	8	9	10	11	12	

	<i>Understand the meaning of legal versus ethical, as it pertains to digital content and use of technologies.</i>					4	5	6	7	8	9	10	11	12
<b>42</b>	<b>Practice responsible, ethical, and legal use of technology systems, the Internet, communication tools, and applications.</b>													
	<i>Keep passwords private.</i>					4	5	6	7	8	9			
	<i>Recognize/avoid cyber-bullying tactics.</i>					4	5	6	7	8	9			
	<i>Understand consequences of committing cyber-bullying</i>						5	6	7	8	9	10	11	12
	<i>Identify ways to prevent cyber-bullying.</i>						5	6	7	8	9	10	11	12
	<i>Understand and demonstrate the use of on-line communication tools and social or professional networking tools safely, effectively and responsibly (email, IM, Facebook, Twitter, LinkedIn, texting, voice threads, blogs, wikis, webpages, YouTube, etc.).</i>						5	6	7	8	9	10	11	12
	<i>Understand ramifications of posting information, pictures, and videos online.</i>						5	6	7	8	9	10	11	12
<b>43</b>	<b>Follow local acceptable use policies regarding technology.</b>													
	<i>Follow local acceptable use policies regarding technology.</i>	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>45</b>	<b>Cite sources of digital content (in a format such as APA, MLA, or other style sheet).</b>													
	<i>Cite sources of digital content (in a format such as APA, MLA, or other style sheet).</i>						5	6	7	8	9	10	11	12
<b>46</b>	<b>Practice ethical and legal use of technology systems and digital content.</b>													
	<i>Practice knowledge of copyright laws and fair use pertaining to technology resources and use of on-line content.</i>							6	7	8	9	10	11	12
<b>47</b>	<b>Interpret copyright laws and policies with regard to ownership and use of digital content.</b>													
	<i>Interpret copyright laws and policies with regard to ownership and use of digital content.</i>											10	11	12
<b>48</b>	<b>Explain consequences of illegal and unethical use of technology systems and digital content.</b>													
	<i>Identify examples of a computer crime.</i>								7	8	9	10	11	12
	<i>Know the penalties, fines, incarceration, and laws related to computer crimes.</i>								7	8	9	10	11	12
<b>49</b>	<b>Protect personal information online.</b>													
	<i>Practice responsible uses of social networking and electronic communication in regard to one's own personal information as well as the personal information of others.</i>										9	10	11	12
<b>53</b>	<b>Assess effects of technology on culture, economics, politics, and the environment.</b>													
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<b>54</b>	<b>Analyze capabilities and limitations of current and emerging technologies.</b>													
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<b>55</b>	<b>Compare capabilities of various technologies to address personal, social, lifelong learning, and career needs.</b>													
	<i>Compare capabilities of various technologies to address personal, social, lifelong learning, and career needs.</i>										9	10	11	12

