

# Computer Systems



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A1.1	make use of help features to independently find solutions to problems					Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.1	login, open and close a program, open, save and close a file with mouse	Checkered	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.2	demonstrate proper use of login numbers and names, set-up and change passwords, and be aware of implications of multiple logins			Checkered	Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.3	begin to work with more than one file open at once (multi-task)				Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.4	differentiate between "Save" and "Save as..."			Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.5	be able to identify the common windows components of a given software screen (eg. menu bar, button bar, cursor, insertion point)					Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.6	have an understanding of file management (drives and folders, rename, select, move, copy, paste, delete, display format, backup, etc.)			Checkered	Checkered	Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.7	understand how to display file properties						Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.8	understand the difference between software and hardware					Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.9	identify system specifications and be aware of compatibility issues between the hardware and the software (processor speed and type, RAM, hard drive size, optical drive, connection types, video card, sound card, monitor, network cards)							Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.10	understand how and when to re-boot (warm boot vs cold boot)				Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.11	describe networks, file servers, connections (wireless, line types and speeds)								Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray
B1.12	demonstrate proper use of network printing, choose proper printer, recognizes process and purpose of Print Queues				Checkered	Light Gray	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.13	identify computer viruses, how they are transmitted and how anti-virus software is used to protect or clean a computer		Checkered	Checkered	Checkered	Checkered	Checkered	Checkered	Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray
B1.14	identify SPAM, pop-up ads, spyware and other invasive software coding		Checkered	Checkered	Checkered	Checkered	Checkered	Checkered	Checkered	Light Gray	Light Gray	Dark Gray	Dark Gray	Dark Gray
B1.15	modify and utilize master pages/templates				Checkered	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
B1.16	import and export files to other formats (.html, .pdf)							Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
C1.1	identify technologies that are found in everyday life	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray

## Social, Ethical, and Health



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A2.1	identify aspects of an ergonomic workstation (lighting, monitor angle, work placement, keyboard height, seat height, posture, etc.)	Checkered	Checkered	Checkered	Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
B2.1	demonstrate proper touch keyboarding techniques (ie: home row, quick key strokes, proper reaches)	Checkered	Checkered	Checkered	Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
C2.1	examine current Canadian law governing the use of technology							Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
D2.1	determine the technological requirements for specific career goals					Checkered	Checkered	Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
E2.1	respect equipment and other student's work	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
E2.2	work co-operatively at work station	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
E2.3	adhere to acceptable use agreement for work station/network/Internet	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
E2.4	use electronic communication etiquette				Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
E2.5	adhere to rules of freeware, shareware and commercial ware						Checkered	Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
E2.6	adhere to copyright and privacy laws, give credit to sources of information (MLA, APA)						Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
E2.7	identify ethical issues involved with Internet content, awareness of inappropriate use of technology				Checkered	Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray
E2.8	demonstrate caution before sending personal information over the internet	Checkered	Checkered	Checkered	Checkered	Checkered	Light Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray	Dark Gray
E2.9	follow publishing etiquette (suitable language, no discrimination, etc.). Adhere to the guidelines for school web pages as outlined by PEI Department of Education.			Checkered	Checkered	Checkered	Checkered	Checkered	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray	Light Gray

# Internet



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A3.1	demonstrate awareness of the Internet as a source of information													
A3.2	use various tools (search engines and directories) and strategies necessary to carry out research													
A3.3	obtain/download material (text, graphics, files) from Internet													
B3.1	Use the various browser navigation tools (back, forward, history)													
B3.2	manage bookmarks/favorites													
B3.3	distinguish among various file formats (file extensions), required plugins, file compression/decompression utilities													
C3.1	discuss ways in which the Internet is evolving													
E3.1	critically evaluate information and its source based on pre-determined criteria													

# Concept Maps



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A4.1	use brainstorming techniques to generate ideas													
A4.2	create a web (i.e.: literary, concept, character, word, Venn Diagrams, and timelines)													
A4.3	categorize ideas graphically													
A4.4	create links between ideas, re-link or delete links between ideas													
A4.5	elaborate on ideas (i.e. adding notes, annotations, etc.)													
B4.1	add fonts, graphics, sound, and colours to enhance ideas													
B4.2	create hyperlinks to files, web sites, or multimedia content													

# Graphics



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A5.1	create illustrations or graphics by using the various drawing tools													
A5.2	apply principles of design													
B5.1	demonstrate various object editing features (ie. select, unselect, resize, crop, area fill, add colour and pattern, size adjustment using the mouse or scale, various erasing techniques, object orientation, changing font and text size, colour or appearance, creating text blocks, change text wrap selection and other text manipulation functions)													
B5.2	carry out various object manipulations (ie. object alignment, creation of graphics in layers, grouping/un-grouping components of an image)													
B5.3	use other graphic creation tools (i.e. clone brush, colour replacements, effects and filters, hexadecimal (RGB and CMYK colour values)													
B5.4	convert various graphic formats between vector ( ie: .png, .psp, .cdr) and bitmap images (ie: .wmf, .tif, .bmp, .gif, jpeg, .jpg), import a graphic file from another source													

# Spreadsheets



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A6.1	plan / design a spreadsheet to organize and tabulate data from various sources (to make a schedule, tally/score sheet, solve a mathematical word problem)													
A6.2	correct errors, modify or delete data in a cell													
A6.3	design own formulas incorporating functions {if SUM(B1..D1)>0, @SUM(B1..D1), 0} and absolute / relative cell references													
A6.4	use different types of graphs / charts (line, pie, bar) to visually represent data; label graph components (legend, title, x-y axis, colour, fill pattern)													
B6.1	identify spreadsheet components and terminology (rows and columns, cell addresses, data entry bar)													
B6.2	identify different types of cell data (text, numeric, function, date)													
B6.3	enter data into simple preexisting spreadsheets, auto fill data, data entry bar, sort data													
B6.4	edit spreadsheet layout (insert and delete rows or columns, select a range of cells, alter column widths and row heights, locking row and column headings, lock and unlock cell(s), fixed titles )													
B6.5	enter formulas to perform calculations across columns, rows, cells, move/copy data or formulas from one area of spreadsheet to another													
B6.6	format numbers (decimal places, currency, etc.), format text (font, colour, size)													
B6.7	create links [between notebooks (tabs or sheets), external files, graphs, charts, website]													

# Word Processing



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12	
A7.1	create and edit data files and form documents to perform a merge												Awareness	Guided	Independent
A7.2	identify examples of desktop publishing (i.e. newspaper, catalogue, ads, brochure)	Awareness	Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.1	use a grade level appropriate wordprocessor to create and edit written work	Awareness	Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.2	locate characters on a keyboard and identify functions of word processing (ie. cursor, insertion point, enter key, space bar, upper case, backspace, shortcut key)	Awareness	Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.3	use editing tools to revise work (i.e. spell check, thesaurus, find and replace)				Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.4	change font, size, colour, style (ie. bold, italics, underline, insert special characters, drop capitals)			Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.5	format text (ie. justification, line spacing, outlines and bullets, text wrap)				Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.6	format documents (ie. using margins, tab rulers, indents, page center, border, watermark)					Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.7	insert a graphic and manipulate, (ie. resize, add borders and fill, create text art)			Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.8	insert and format tables and text boxes (ie. lines, fill, columns, rows, borders, alignment)					Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent	Independent
B7.9	format multi-page documents with headers, footers, page numbers, page breaks and keep text together function, change page orientation/size (ie. text presentation features)							Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent
B7.10	insert automated features (ie. date and file stamp)						Awareness	Guided	Independent	Independent	Independent	Independent	Independent	Independent	Independent

# Multimedia



Awareness



Guided



Independent

	<i>Students are expected to:</i>	K	1	2	3	4	5	6	7	8	9	10	11	12
A8.1	apply planning strategies, (storyboards, scripts, graphic organizing, brainstorming)													
A8.2	create an age/grade appropriate slide show presentation that may contain one or more of the following objects (text, graphics, images, animations, audio and video)													
A8.3	describe situations where streaming video and audio is appropriate													
A8.4	create graphics, audio and video special effects (animation, virtual reality, panorama)													
A8.5	select appropriate medium to convey a message (be conscious of file size, formats and storage location)													
B8.1	navigate multimedia resources such as slide shows, online resources or CD rom interactive educational activities													
B8.2	use multimedia creation and editing tools (screen captures, scanner, sound recording, digital image editing software: still and video)													
B8.3	convert file formats for a particular application (.jpg, gif, .bmp, mp3, wav, avi, mpeg, mov, etc.)													
B8.4	use proper tools and procedures to enhance product quality. (Microphones, lighting, camera movement, instrumentation, teleprompters, assign various responsibilities to a production team.)													



# Database



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A9.1	use an existing database (CD ROM, Microcat, Dynex, Internet search engine) to find information (sign up for Provincial Library Card - Abbycat)													
A9.2	perform searches on a database file using logical and Boolean operators (understands commands, scope, filters, and conditions)													
A9.3	design/plan a database to use as a method of organizing information													
A9.4	create and modify a form (add graphics, and error checking routines)													
A9.5	use databases to analyze data and look for trends													
B9.1	enter data into a pre-existing database, edit data, and use automated text													
B9.2	create fields and with variable field types (numeric, text, date) and properties (color, width, font, etc.)													
B9.3	restructure database (add / delete fields, change field width)													
B9.4	sort records alphabetically, numerically and by multiple fields													
B9.5	create a report from the entire database or selected records													
B9.6	create a report with automated summaries and calculations (understand logic, date and summary field types)													
B9.7	bring database information into a word processing environment ie: (Mail Merges)													
B9.8	distinguish between the two general types of database management systems (flat and relational)													
E9.1	examine functions and implications of database driven websites (ie: online purchasing, searching, and password secured sites)													

# Telecommunications



Awareness



Guided



Independent

<b>Students will be expected to:</b>		K	1	2	3	4	5	6	7	8	9	10	11	12
<b>Email:</b>														
B10.1	send messages													
B10.2	open messages													
B10.3	manage mail/folders													
B10.4	manage address books													
B10.5	use distribution lists													
B10.6	send and open attachments													
B10.7	create signatures													
B10.8	apply filters and rules													
B10.9	use calendar features such as appointments, tasks, reminder notes/memos													
<b>E-Learning/Collaborative tools:</b>														
<b>Students will be expected to:</b>														
A10.1	collaborate using software: (ie. whiteboard, slideshow, application sharing, chat, messaging, send and receive files, photos, group file sharing, resource sharing (links), online content creation and sharing, assignment drop box, video and audio, discussion forums, journal.)													
B10.10	use the organizational features of collaborative tools such as scheduling, calendaring, and interactive syllabus													

# Web Authoring



Awareness



Guided



Independent

	Students will be expected to:	K	1	2	3	4	5	6	7	8	9	10	11	12
A11.1	identify web page creation possibilities													
A11.2	create appropriate text and image file formats													
A11.3	create an interactive webpage. (online surveys, forms, interactive database, polls)													
B11.1	examine html tags													
B11.2	create a basic web page (may include backgrounds, images, hyperlinks, tables)													
B11.3	indicate where file or page is hosted (server, web server, hosting service)													
B11.4	apply website file management and transfer files to and from web servers (ftp), edit pages online													
B11.5	use special features (image maps, cascading style sheets, frames, rollovers, layers)													
B11.6	embed objects (audio, video, pdfs, animation, Flash, Java Script Applet,)													
E11.1	describe standards which guide web based publication (W3C accessibility guidelines)													