

Mr. Salcedo's Technology Class

Tentative Outline for the Year (2018-2019)

September - October	November - December
Typing Practice - continuous throughout the year at school and at home <ul style="list-style-type: none"> piscatawayschools.typingclub.com 	Typing Practice - continuous throughout the year at school and at home <ul style="list-style-type: none"> piscatawayschools.typingclub.com
Vocabulary - proper usage of computer terminology	Vocabulary - proper usage of computer terminology
Computer Management - navigation through operating system <ul style="list-style-type: none"> turning on and off, restarting and logging off computer search, locate and utilize applications opening and closing programs creating and renaming folders utilize drop-down menus operate windows (maximize, minimize, etc.) create shortcuts (i.e., pin application to Taskbar) adjust volume distinguish between saving locations (i.e., Desktop, My Documents, etc.) 	Computer Management - navigation through operating system <ul style="list-style-type: none"> continued from September
* Social Learning Platform - navigation through Schoology (This site is intended for school use that allows the students to communicate with teachers and other students, save files, complete homework, research, etc.) – pway.schoology.com	* Social Learning Platform - navigation through Schoology (This site is intended for school use that allows the students to communicate with teachers and other students, save files, complete homework, research, etc.) – pway.schoology.com
File Management - file/folder creation and organization <ul style="list-style-type: none"> search, locate and utilize files creating tiered folders saving files copy/move files and folders rename files select view options for files and folders 	File Management - file/folder creation and organization <ul style="list-style-type: none"> continued process started in September
Computer Hardware - identify and utilize the components (internal and external) <ul style="list-style-type: none"> mouse (drag and drop, double-click, etc.) keyboard (execution of Special and shortcut keys) speakers/headphones printer (print file, choose printer, etc.) monitor and desktop types of cable connections internal hardware (CPU, RAM, hard drive, etc.) 	Computer Troubleshooting - identify and resolve technology issues <ul style="list-style-type: none"> files not printing screen won't turn on desktop won't turn on mouse or keyboard not functioning can't connect to the internet window froze
AUP <ul style="list-style-type: none"> discuss the Acceptable Use Policy consequences for misuse of technology 	Surfing the Web - utilizing web browser and search engine tools and functions - <i>Some skills that we will cover (not all of them are listed)</i> <ul style="list-style-type: none"> opening and closing web browser identifying different browsers distinguishing between search engine and browser bookmarking creating folders changing home page adding Home button using Navigation buttons viewing History search tools, advanced search options and search strategies working with a database such as Follett Destiny
Word Processing - creating, formatting and editing files (using Word 2013 or Pages) - <i>Some skills that we will cover (not all of them are listed)</i> <ul style="list-style-type: none"> create a table create a numbered list or unordered list insert a header and footer insert and manipulate an image work with design options (font color, font face, etc.) utilizing proper spacing insert and utilize graphic organizer (i.e., SmartArt) 	Word Processing - creating, formatting and editing files (using Word 2013 or Pages) <ul style="list-style-type: none"> continued from September

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Internet Safety <ul style="list-style-type: none"> • discuss examples of cyberbullying and how to respond • understanding online dangers • discuss social media • copyright and Fair Use 	Coding - working with scratch.mit.edu <ul style="list-style-type: none"> • working with conditionals, algorithms, binary code, debugging • create an animation, presentation or game
January - February	March - April
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Reliable vs. Unreliable Sources - how to identify reliable sources	File Management - merging files - saving files with different extensions
Slide Presentations - creating, formatting and editing presentations (using PowerPoint 2013 or Keynote) <i>Some skills that we will cover (not all of them are listed)</i> <ul style="list-style-type: none"> • adding slides • changing slide layout • adding slide transitions • adding custom animations • adding slide design 	Spreadsheets - creating, formatting and editing spreadsheets (using Excel 2013 or Numbers) <i>Some skills that we will cover (not all of them are listed)</i> <ul style="list-style-type: none"> • inputting data • adding borders • merging cells • resizing cells • adding graphs
May - June	
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Introduction to JavaScript, HTML and SQL (fifth grade only) <ul style="list-style-type: none"> • learning how to use JavaScript language • creating, formatting and editing an HTML page (using w3schools.com and https://www.khanacademy.org/) • working with SQL databases 	
Photo Editing <ul style="list-style-type: none"> • uploading and editing photos (using Camera and Photos apps or Pixlr.com) 	
Publications <ul style="list-style-type: none"> • creating, formatting and editing publications (using Publisher 2013) ***if time permits*** 	
Introduction to Podcasting/Composing and Editing Music <ul style="list-style-type: none"> • utilizing GarageBand or Audacity to create an original podcast or music file • recording, editing, and publishing audio files ***if time permits*** 	
Video Editing <ul style="list-style-type: none"> • uploading and editing clips (using iMovie and DoInk Green Screen apps or Movie Maker) ***if time permits*** 	

Please have your child practice typing using piscatawayschools.typingclub.com.

My Classroom Website Address

- http://king.piscatawayschools.org/staff_websites/salcedo__edwin_
- Please review the "Classroom Quick Links" and "Technology Notes and Tips"

Contact Information

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