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**STUDENT**

**TECH**

**TEAM**

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**CURRICULUM**

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**UNIT 1**

- **Who Are We? We're the STT!**
  - **Rules Are as Follows...**
  - **Permission to Play**
  - **Taking Time for *R & R***  
*Respect and Responsibility*
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## UNIT 2

- **Laptop Lingo Bingo—Learning Terminology**
- **Fragile—Handle with Care**
- **Do You See What I See?—Planning Ahead**
- **Did You Call?**
- **Make the Connection When You Get ‘A Round TUIT’**

## UNIT 3

- **E-Mail Terminology**
- **E-Mail Safety and Security**
- **Setting Up a *Gaggle.Net* E-Mail Account**
- **Using Various Components in an E-Mail Program**
- **All About Me—Introduction by E-Mail Activity**

## UNIT 4

- **Maintenance and Care of Various Components of Technology**
- **Record Keeping—Using and Creating Logs**
- **Clean Up Your Computer!**
- **Routine Equipment Maintenance**
- **Windows, Office, and Other Updates**

## UNIT 5

- **Who Said Ethics Were Boring?**
- **So You Want a Copy?**
- **How Does an AUP Affect Me?**
- **Grading the Web**
- **Better Left Unsaid**

## UNIT 6

- **When Is a Bookmark Not a Bookmark?**  
*When It's a Favorite!*
- **Start Your Engines—Using Search Engines**
- **Internet Options**

## UNIT 7

- **Introduction to Troubleshooting Computers**
- **Troubleshooting and Using Your Printer**
- **Troubleshooting and Using Your Scanner**
- **Troubleshooting and Using Your Projector**
- **Troubleshooting and Using Your Digital Camera**

## UNIT 8

- **File Management**  
**Creating, Naming, and Organizing Files and Folders**

**File Management**  
**Searching, Copying, Deleting, and Burning Files and Folders**

## UNIT 9

### **Non-Instructional Tools** **Using *Microsoft Word***

- Creating An Awesome Certificate
- Creating A Beautiful Name Badge
- Creating a Catchy Flyer
- Creating a Delightful Calendar
- Creating an Elegant T-Shirt

### **Instructional Tools** **Using *Microsoft Word***

- Creating an Adventuresome Bingo Game
- Creating a Baffling Crossword Puzzle
- Creating a Classy How-To
- Creating an Exemplary Newsletter
- Creating a Fascinating Electronic Autobiography

## UNIT 10

### **Non-Instructional Tools Using *Microsoft PowerPoint***

- Creating An Admirable Award
- Creating A Bold Bulletin Board Border
- Creating a Captivating Greeting Card
- Creating a a Dazzling Photo Album

### **Instructional Tools Using *Microsoft PowerPoint***

- Creating an Appreciable Mini-Book, Memory Game, and Flashcards
- Creating Breezy Class Notes in Page View
- Creating a Capable Lesson Overview in Outline View
- Creating a Decisive Step-by-Step Instructional Guide

## UNIT 11

*Unit Under Construction – Lesson Titles Subject to Change*

- **Spreadsheet Terminology**
- **A Spreadsheet Is....**
- **Spreadsheets Are Sweet!**
- **Happy Spreadsheets to You!**
- ***Out of Africa*: Spreadsheets of Speed**
- **Creating a Word Search Game Using Microsoft Excel**
- **Let's Create a 'To Do' List**

## UNIT 12

Unit Under Construction – Lesson Titles Subject to Change

- **I Need Access**
- **Accessing Access**

## UNIT 13

Unit Under Construction – Lesson Titles Subject to Change

- **Web Page Terminology**
- **Web Page Ethics and Safety**
- **Introduction to HTML**
- **Planning a Web Page**
- **Choosing a Specific Design for a Web Site**

## UNIT 14

Unit Under Construction – Lesson Titles Subject to Change

- **Video Terminology**
- **Before You Shoot That Video...**
- **Let's Shoot a Video Commercial!**

## UNIT 15

Unit Under Construction – Lesson Titles Subject to Change

- **Digital Imaging and Editing Terminology**
- **Imaging: Then and Now**
- **Geometric Shapes in Our World**

## UNIT 16

Unit Under Construction – Lesson Titles Subject to Change

- **Emerging Technologies—Show & Tell**
- **History of Emerging Technologies**
- **Throw Me a Sales Pitch**
- **Creation Station—Emerging Technologies**

## UNIT 17

Unit Under Construction – Lesson Titles Subject to Change

- **Explore with Windows Explorer**
- **Get Control!**  
*Using the Control Panel*
- **Make Room—Cleaning Up Disk Space and Removing Programs**
- **Working with 2+ Windows**

## UNIT 18

Unit Under Construction – Lesson Titles Subject to Change

- **Technology Experience Required**
- **Making the *Point* about Careers in Technology**
- ***Career Day*—It's All About Careers in Technology**

*We hope this curriculum is a help to you and your Student Tech Team.*

- This is a tentative layout for the Student Tech Team Curriculum.
- The unit numbers and lesson names are subject to change during the year as the lesson plans are being field-tested.
- Feedback is welcomed and may be directed to editing—

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