

COMMUNITY UNIT SCHOOL DISTRICT 200

Computer Literacy Middle School – Grade 7

- 1. Subject Expectation** **Social, ethical, and human issues**
(NETS 2)
(NBEA XVI) **Privacy and Ethics**

Essential Learning 1 (Learning Standard)	Students practice responsible use of technology systems, information, and software
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- Critical Content
- a. reinforce the District's *Authorization For Technology Access Policy*
 - b. discuss copyright issues
 - c. identify expectations of privacy and ethical issues
 - d. explore safety and etiquette issues

Essential Learning 2 (Learning Standard)	Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, and productivity
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- Critical Content
- a. practice and implement basic skills in word processing, spreadsheet, and presentation
 - b. explore peripheral technology for creating documents, presentations, and multimedia products
 - c. apply skills to complete work within a designated time frame

- 2. Subject Expectation** **Input Technologies**
(NBEA VI)

Essential Learning 1 (Learning Standard)	Students use technology to input and manipulate text and data
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- Critical Content
- a. review and demonstrate correct fingering for the alphanumeric keys on the keyboard
 - b. review and use special keys on the keyboard appropriately
 - c. review and maintain proper posture and keyboarding technique when using the keyboard
 - d. discover a variety of input technologies

3. Subject Expectation Technology Research Tools
(NETS 5)
(NVEA VII) Information Retrieval

Essential Learning 1 (Learning Standard)	Students locate, evaluate, collect, use, and cite information from a variety of technological sources
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- Critical Content
- a. review appropriate search engines relative to topic for the most productive results
 - b. develop search skills
 - c. practice source documentation
 - d. determine usefulness of information found on web sites

Essential Learning 2 (Learning Standard)	Students use technology tools to process data and report results
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- Critical Content
- a. begin to use word processing software to create formatted documents
 - b. begin to use spreadsheet terminology, formatting, and functions
 - c. review basic presentation principles

Essential Learning 3 (Learning Standard)	Students evaluate and select technological innovations based on the appropriateness to specific tasks
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- Critical Content
- a. begin to use digital cameras and scanners
 - b. explore audio clips and graphics

4. Subject Expectation Technology Productivity Tools
(NETS 3)

Essential Learning 1 (Learning Standard)	Students examine to the characteristics and uses of word processing software
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- Critical Content
- a. introduce and apply file management
 - b. examine trouble-shooting techniques
 - c. explore and implement basic word processing utilities

Essential Learning 2 (Learning Standard)	Students examine the characteristics and uses of spreadsheet software
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- Critical Content
- a. discussing spreadsheet terminology
 - b. discover common features and uses of spreadsheets
 - c. practice use of basic formulas
 - d. create simple charts

Essential Learning 3 (Learning Standard)	Students examine the characteristics and uses of presentation software
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- Critical Content
- a. discuss presentation principles
 - b. create, edit, and format a basic presentation

- c. explore transitions, animations, graphics and audio clips
- d. practice appropriate presentation skills

5. Subject Expectation (NETS 4) Technology Communications Tools

Essential Learning 1 (Learning Standard)	Students explore a variety of media and formats to communicate information and ideas effectively to multiple audiences
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Critical Content

- c. prepare word processing documents for various communication needs
- d. prepare a presentation for a specific audience