

(NBEA VI)

Essential Learning 1 (Learning Standard)	Students use technology to input and manipulate text and data
---	--

- Critical Content
- a. Demonstrate correct fingering for the alphanumeric keys on the keyboard
 - b. Maintain proper posture and keyboarding technique when using the keyboard
 - c. Use a variety of input technologies
 - d. Review and use special keys on the keyboard appropriately

**4. Subject Expectation
(NETS 5)
(NBEA VII)**

**Technology Research Tools
Information Retrieval**

Essential Learning 1 (Learning Standard)	Students locate, evaluate, collect, use, and cite information from a variety of technological sources.
---	---

- Critical Content
- a. Access appropriate search engines relative to topic for the most productive results
 - b. Identify keywords that retrieve relevant resources
 - c. Utilize search parameters
 - d. Evaluate Web sites for credibility
 - e. Document sources
 - f. Determine usefulness of information found on Web sites

Essential Learning 2 (Learning Standard)	Students use technology tools to process data and report results.
---	--

- Critical Content
- a. Generate documents using word processing software
 - b. Use spreadsheet software to collect and process quantitative data
 - c. Use presentation software to communicate information
 - d. Explore database software

Essential Learning 3 (Learning Standard)	Students evaluate and select technological innovations based on the appropriateness to specific tasks
---	--

- Critical Content
- a. Use digital cameras and scanners to create digital images
 - b. Incorporate audio clips and graphics into documents and presentations

**5. Subject Expectation
(NETS 3)**

Technology Productivity Tools

Essential Learning 1**Students know the characteristics and uses of word processing software and apply that knowledge to meaningful and relevant situations**

Critical Content

- a. Use proper procedure for file management and file retrieval
- b. Trouble-shoot simple problems in software
- c. Use proof-editing tools
- d. Use advanced word processing features to enhance the visual display, clarity, and accuracy of documents

Essential Learning 2**Students know the characteristics and uses of spreadsheet software and apply that knowledge to meaningful and relevant situations**

Critical Content

- a. Identify advanced features and uses of spreadsheets
- b. Create and execute appropriate and valid formulas
- c. Discuss and determine appropriate chart styles for specific data
- d. Create graphs and charts from collected data

Essential Learning 3**Students know the characteristics and uses of presentation software and apply that knowledge to meaningful and relevant situations**

Critical Content

- a. Plan, design and create a presentation
- b. Add and customize transitions and animations
- c. Insert and customize graphics and audio clips
- d. Investigate advanced presentation tools
- e. Demonstrate appropriate presentation skills

Essential Learning 4	Students know the characteristics and uses of database software
-----------------------------	--

- Critical Content
- a. Recognize database terminology
 - b. Identify common features and uses of database software

6. Subject Expectation (NETS 4)	Technology Communications Tools
--	--

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

- Critical Content
- a. Use a variety of software to create communication documents
 - b. Integrate software programs to create effective communication tools

7. Subject Expectation (NETS 6)	Technology problem-solving and decision-making tools
--	---

Essential Learning 1 (Learning Standard)	Students use technology resources for solving problems and making informed decisions.
---	--

- Critical Content
- a. Use advance internet search skills to efficiently locate relevant and credible information
 - b. Synthesize information gathered from the internet and other technology resources to respond to an inquiry-based question
 - c. Use on-line resources to enhance presentations and reports
 - d. Incorporate advanced features of software to accomplish tasks efficiently

Essential Learning 2 (Learning Standard)	Students employ technology in the development of strategies for solving problems in the real world.
---	--

- Critical Content
- a. Use a combination of software programs and hardware to present finishes products
 - b. Use appropriate software to evaluate real-life issues.