

COMMUNITY UNIT SCHOOL DISTRICT 200

Course **Technology Exploration**
Middle School
Level **7**

1. Subject Expectation **Basic operations and concepts**
(NETS 1)

Essential Learning 1 (Learning Standard)	Students demonstrate a sound understanding of the nature and operation of technology systems
---	---

Critical Content a. Review hardware vocabulary
 b. Review various software vocabulary

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

Essential Learning 1 (Learning Standard)	Students practice responsible use of technology systems, information, and software.
---	--

Critical Content a. Reinforce the district's Authorization for Technology Access policy
 b. Review copyright issues
 c. Identify expectations of privacy and ethical issues
 d. Reiterate safety and etiquette issues

Essential Learning 2 (Learning Standard)	Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, and productivity.
---	--

Critical Content a. Practice and implement basic skills in word processing, spreadsheet, and presentation
 b. Apply skills to complete work within a designated time frame
 c. Explore peripheral technology for creating documents, presentations, and multimedia products

3. Subject Expectation **Input Technologies**

(NBEA VI)

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

- Critical Content
- a. Review and practice correct fingering for the alphanumeric keys on the keyboard
 - b. Review and maintain proper posture and keyboarding technique when using the keyboard
 - c. Practice a variety of input technologies
 - d. Introduce 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. Review appropriate search engines relative to topic for the most productive results
 - b. Review keyword search skills
 - c. Create appropriate 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.
---	--

- Critical Content
- a. Review and use word processing software to create formatted documents
 - b. Review and 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
---	--

- Critical Content
- a. Begin to use digital cameras and scanners
 - b. Use graphics
 - c. Explore audio clips

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

Technology Productivity Tools

Essential Learning 1 (Learning Standard)	Students examine to the characteristics and uses of word processing software
---	---

- | | |
|------------------|---|
| Critical Content | <ul style="list-style-type: none">a. Review and practice file managementb. Implement trouble-shooting techniquesc. Explore and implement basic word processing language toolsd. Use word processing features to enhance the visual display, clarity, and accuracy of documents |
|------------------|---|

Essential Learning 2 (Learning Standard)	Students examine the characteristics and uses of spreadsheet software
---	--

- | | |
|------------------|--|
| Critical Content | <ul style="list-style-type: none">a. Discover intermediate features and uses of spreadsheetsb. Practice use of basic formulasc. Discuss chart elementsd. Create variety of chartse. Format and edit charts |
|------------------|--|

Essential Learning 3 (Learning Standard)	Students examine the characteristics and uses of presentation software
---	---

- | | |
|------------------|--|
| Critical Content | <ul style="list-style-type: none">a. Discuss presentation principlesb. Create, edit, and format a presentationc. Explore transitions, animations, graphics and audio clipsd. Practice appropriate presentation skills |
|------------------|--|

6. 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
---	---

- | | |
|------------------|--|
| Critical Content | <ul style="list-style-type: none">a. Prepare word processing documents for various communication needsb. Prepare presentations for specific audiences |
|------------------|--|

**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. Evaluate search results for relevancy and validity
- b. Use information gathered from the Internet based on the appropriateness to specific tasks
- c. Use on-line resources to enhance presentations
- d. Discuss appropriate software choice for a variety of tasks
- e. Choose features of software to accomplish tasks efficiently