

# COMMUNITY UNIT SCHOOL DISTRICT 200

## Information Technology 1 High School – Grades 9, 10, 11, 12 Intermediate Level – One Semester Elective

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

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students practice responsible use of technology systems, information, and software</b>
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- Critical Content
- a. reinforce the District's *Authorization For Technology Access Policy*
  - b. review copyright issues
  - c. review privacy and ethical issues

<b>Essential Learning 2 (Learning Standard)</b>	<b>Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity</b>
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- Critical Content
- a. understand, apply, and demonstrate basic skills in word processing, spreadsheet, presentation, and database software
  - b. work in collaboration with other students on various projects
  - c. use technology for personal pursuits, such as researching college choices or creating reports and presentations for other course work
  - d. apply skills to complete work within a designated time frame

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

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students use input technologies to input and manipulate text and data</b>
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- Critical Content
- a. demonstrate correct fingering for the alphanumeric keys on the keyboard
  - b. use special keys on the keyboard appropriately, such as function keys, escape key, space bar, delete/backspace, and return/enter

- c. maintains proper posture and keyboarding technique when using the keyboard
- d. use variety of input technologies, such as keyboard, scanner, digital camera and mouse

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

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students locate, evaluate, collect, use, and cite information from a variety of technological sources</b>
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- Critical Content
- a. access appropriate search engines relative to topic for the most productive results
  - b. identifying keywords that retrieve relevant resources
  - c. utilizing search limiting operators
  - d. evaluating web sites for credibility
  - e. determining usefulness of information found on web sites
  - f. documentation of Internet resources using correct MLA and APA format
  - g. use information gathered from the Internet based on the appropriateness to specific tasks

<b>Essential Learning 2 (Learning Standard)</b>	<b>Students use technology tools to process data and report results</b>
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- Critical Content
- a. use word processing software to create reports
  - b. use spreadsheet software to collect and process quantitative data
  - c. use presentation software to present information to a specified audience
  - d. use database software to organize, store, maintain, retrieve, sort, and create desired output

<b>Essential Learning 3 (Learning Standard)</b>	<b>Students evaluate and select technological innovations based on the appropriateness to specific tasks</b>
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- Critical Content
- a. use digital cameras and scanners to create digital images
  - b. incorporate audio, video, and graphics into reports and presentations

**4. Subject Expectation (NETS 3) Technology Productivity Tools**

**Essential Learning 1  
(Learning Standard)**

**Knows the characteristics and uses of computer word processing software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. utilizing proper procedure for file management and file retrieval
- b. trouble-shoots simple problems in software, such as rebooting and using help feature
- c. use word processing software to edit, format, copy, move, save and print various documents
- d. use word processing features to enhance the visual display, clarity, and accuracy of documents

**Essential Learning 2  
(Learning Standard)**

**Knows the characteristics and uses of computer spreadsheet software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. understand common features and uses of spreadsheets
- b. use spreadsheet software to organize, edit, format, copy, move, save and print various spreadsheets
- c. create and execute appropriate and valid formulas/functions on data
- d. use spreadsheet software to create graphs and charts from collected data

**Essential Learning 3  
(Learning Standard)**

**Knows the characteristics and uses of computer presentation software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. plan and design a presentation
- b. create, edit, and format a presentation
- c. add and customize transitions and animations to a presentation
- d. insert and customize graphics
- e. demonstrate appropriate presentation skills

**Essential Learning 4  
(Learning Standard)**

**Knows the characteristics and uses of computer database software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. understand common features and uses of database software
- b. plan and design a database
- c. use database software to add, edit, and delete records, and to find information through simple sort or search techniques
- d. create forms and reports using database software
- e. perform queries to extract specific information from a database

**5. Subject Expectation      Technology Communications Tools**  
**(NETS 4)**

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences</b>
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- Critical Content
- a. use word processing software to create a variety of business communications, such as memos, letters, reports, and announcements
  - b. use spreadsheet software to create various business-related spreadsheets, such as an income statement, a sales report, a budget, and an invoice
  - c. use presentation software to organize and present information to an audience on a specified topic
  - d. use database software to organize, store maintain, retrieve, sort, and print all types of business data

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

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students use technology resources for solving problems and making informed decisions</b>
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- Critical Content
- a. use Internet search skills to find information
  - b. evaluate search results for relevancy and credibility
  - c. use information gathered from the Internet based on the appropriateness to specific tasks
  - d. use on-line resources to enhance presentations and reports, such as using Microsoft Clip Gallery Live to find additional clipart, animations, sounds, photographs, etc.
  - e. choose correct features of software to accomplish tasks efficiently

<b>Essential Learning 2 (Learning Standard)</b>	<b>Students employ technology in the development of strategies for solving problems in the real world</b>
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- Critical Content
- a. use a combination of software programs and hardware to present a finished product, such as using a scanner and scanner software to scan a photo; using photo editing software to edit the photo; and inserting the photo into a presentation
  - b. use appropriate software to evaluate real-life issues, such as using spreadsheet software to figure the cost of a car loan over a variety of time periods