

COMMUNITY UNIT SCHOOL DISTRICT 200

Information Technology 2 High School – Grades 9, 10, 11, 12 Intermediate Level – One Semester Elective

1. 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
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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

Essential Learning 2 (Learning Standard)	Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity
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Critical Content

- a. understand, apply, and demonstrate advanced skills in current 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 advanced skills to complete complex documents, spreadsheets, presentations, and databases within designated time frames

2. Subject Expectation

(NBEA VI)

Input Technologies

Essential Learning 1 (Learning Standard)	Students use input technologies to input and manipulate text and data
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Critical Content

- a. use special keys on the keyboard appropriately, such as function keys and shortcut commands

- b. use variety of input technologies, such as keyboard, scanner, digital camera, voice recognition software, and personal digital assistant

3. 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
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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

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

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. 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)	Students knows the advanced capabilities and features of computer word processing software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. formatting with special features, such as creating Auto text entries and cross-references, and styles
 - b. merging, sorting, and selecting data
 - c. working with shared documents
 - d. creating specialized tables and indexes
 - e. formatting with macros and styles
 - f. creating fill-in-forms
 - g. inserting and customizing graphics
 - h. integrate with other applications

Essential Learning 2 (Learning Standard)	Students knows the advanced capabilities and features of computer spreadsheet software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. use advanced functions and formulas
 - b. use advanced formatting techniques
 - c. use spreadsheet analysis tools
 - d. import and export data
 - e. work with templates and workbooks
 - f. integrate with other applications

Essential Learning 3 (Learning Standard)	Students knows the advanced capabilities and features of computer presentation software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. create relationships between database tables
 - b. create forms, reports, mailing labels, and charts
 - c. build and modify advanced tables and forms
 - d. perform advanced queries
 - e. use advanced report features
 - f. integrate with other applications

Essential Learning 4 (Learning Standard)	Students knows the characteristics and uses of computer database software and apply that knowledge to meaningful and relevant situations
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- Critical Content
- a. understand common features and uses of database software
 - b. plan and design a database
 - c. use current database software to add, edit, and delete records, and to find information through simple sort or search techniques
 - d. create forms and reports using current database software
 - e. perform queries to extract specific information from a database

5. 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
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Critical Content

- a. use current word processing software to create a variety of complex documents for personal and business purposes
- b. use current spreadsheet software to manipulate numeric data to analyze and evaluate challenging personal and business situations
- c. use current presentation software to enhance the delivery of information to an audience on a specified topic
- d. use current database software to manage information in an organized and efficient manner for customized results for various audiences
- e. use and integrate other additional software, such as photo editing, to assist in completing more complex tasks

**6. 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
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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. utilize appropriate software to perform various tasks

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

- a. use a combination of software programs and hardware to analyze data in order to make wise decisions on personal and business issues
- b. use specific software to evaluate real-life issues, such as using a spreadsheet to figure the cost of a car loan over a variety of time period