

GRADE LEVEL: 7-8

MAIN/GENERAL TOPIC	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
BASIC OPERATIONS	How to use software help tools to solve problems	<ul style="list-style-type: none"> • How to use software tutorials and help manuals to answer simple operational questions
	How to troubleshoot common problems with peripherals, monitor and sound	<ul style="list-style-type: none"> • If mouse or keyboard are not responding, log off, check connections and log back on • Monitor color, size and orientation menus • Sound controls on monitor and volume menu in Windows 2000 (Citrix)
	History of computer and tablet technology	<ul style="list-style-type: none"> • Timeline of computer advancement
ETHICS & APPROPRIATE USE	Contents of Coxsackie- Athens Acceptable Use Policy	<ul style="list-style-type: none"> • Refer to Acceptable Use message at log in • Refer to rules posted in labs
	How to monitor their own behavior when using school technology, identify misuse of technology and understand	<ul style="list-style-type: none"> • Be trusted to use technology responsibly and appropriately without constant adult supervision • Find and/ or recite consequences for misuse
	The importance of protecting personal password and personal identification on the Internet	<ul style="list-style-type: none"> • Students will not share passwords with peers • Students will not provide personal information such as full name, phone number, address, school, etc. on the Internet
	Long term effects of misuse of technology	<ul style="list-style-type: none"> • Predict possible long range effects of unethical use of technology on culture and society
ERGONOMICS	Continued emphasis on proper posture, hand and arm position.	<ul style="list-style-type: none"> • Sit upright with both feet on the floor, wrists off of keyboard and level with elbows. • Take frequent breaks to stretch fingers, arms, etc.
FILE MANAGEMENT	H-drive, O-drive, File Browser, Google Drive, and CA Dropbox Use	<ul style="list-style-type: none"> • Manage personal H-drive files by saving properly and maintaining organized folders • Navigate between O-drive and H-drive to complete individual and group assignments

	<p>how to identify various file formats</p> <ul style="list-style-type: none"> • text documents-.doc, .txt, .rtf • image files - .gif, .bmp, .jpg, .pdf, .tif 	<ul style="list-style-type: none"> • open documents using the correct software program • understand the difference between various file formats and choose the best format to save in
INTERNET & DATABASE RESEARCH	How To Use Internet And Database Help Tools	<ul style="list-style-type: none"> • Use Internet And Database Help Options To Become More Self Sufficient During Research
	Acceptable Use- Solving Real World Problems	<ul style="list-style-type: none"> • Discuss Acceptable And Responsible Use Of Information Technology (Privacy, Security, Copyright, Plagiarism) • Analyze Consequences Of Unethical Use (Hacking, Spamming, Viruses, Cyber Bullying) • Identify Methods To Address Misuse
	Advanced Searches	<ul style="list-style-type: none"> • Use Boolean Logic And Other Advanced Search Functions • Evaluate Information From A Variety Of Sources For Accuracy, Appropriateness And Comprehensiveness
	Collaborative Projects	<ul style="list-style-type: none"> • Use Online Learning Resources To Collaborate With Teachers And Peers
		<ul style="list-style-type: none"> • Analyze, Create And Use Blogs Or Wikis Responsibly As Communication Tools

		<ul style="list-style-type: none"> • Use Web Cams To Gather And Share Information, Speak With Experts And Gather Primary Resources From Around The Globe
Information Literacy	Internet Research	<ul style="list-style-type: none"> • Evaluate Information From A Variety Of Internet Sources For Validity, Bias, And Usefulness
		<ul style="list-style-type: none"> • READ AND ANALYZE INTERNET MATERIAL AND CRITICALLY COMPARE POINTS OF VIEW FROM MULTIPLE SOURCES
Keyboarding	Increased Touch Typing Capabilities	<ul style="list-style-type: none"> • Type 30-40 Words Per Minute With 90% Accuracy
Network Understanding	Virtual Lab Review	<ul style="list-style-type: none"> • Install Citrix Client On Home Computer • Work On Documents/ Projects Between School And Home <ul style="list-style-type: none"> • Eliminate Need To E-Mail Assignments To
	Impact Of Unethical Actions Within A Network Setting	<ul style="list-style-type: none"> • Monitor Their Own Behavior When Using School Technology, Identify Misuse Of Technology And Understand The Consequences Of Misuse
Peripherals	Digital Cameras	<ul style="list-style-type: none"> • Use Digital Cameras To Create Photo And Video Files For Use In Projects • How To Upload And Edit Photo And Video Files Using School Software (Irfanview, Movie Maker, Power Point) • How To Save And Manage Photo And Video Files
	Smart Boards	<ul style="list-style-type: none"> • More Advanced Smart Board Tool Use • More Advanced Troubleshooting Of Smart Board

PRESENTATIONS AND PUBLICATIONS	Project Medium	<ul style="list-style-type: none"> Evaluate, Select And Use Appropriate Tools To Design, Plan And Develop A Multimedia Project With Target Audience In Mind
	Microsoft Office Applications: Word/Pages/Google Docs	<ul style="list-style-type: none"> Produce A Properly Formatted Business Letter
	Word/Pages/Google Docs	<ul style="list-style-type: none"> Produce A Professional Research Paper Using Multiple, Cited Resources Use Various Tools To Maximize Accuracy And Outcome (Spelling & Grammar Checkers, Dictionary & Thesaurus, Word Count)
	Excel/Numbers	<ul style="list-style-type: none"> Construct A Simple Spreadsheet And Enter Data Use Formulas To Add, Subtract, Multiply And Divide Create Graphs And Tables To Use Effectively In Projects
	Power Point Or Other Presentation Software	<ul style="list-style-type: none"> Create A Professional Slide Show To Illustrate And/ Or Teach The Results Of Research / Learning
	Ipad Apps Other Software	<ul style="list-style-type: none"> Use Appropriate Apps And Software To Create Products

	Smart Notebook	<ul style="list-style-type: none">• Create And Present Smart Notebook Presentations Or Lessons On A Given Topic
	Copyright Regulations	<ul style="list-style-type: none">• Cite And Credit Material Obtained From Internet Or Database Sources