GRADE LEVELS: 9-10

MAIN/GENERAL TOPIC	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
ERGONOMICS	Continued emphasis on proper posture, hand and arm position. .	• Sit upright with both feet on the floor, wrists off of keyboard and level with elbows. • Take frequent breaks to stretch fingers, arms, etc.
ETHICS & APPROPRIATE USE	Contents of Coxsackie- Athens Acceptable Use Policy	• Refer to Acceptable Use message at log in • Refer to rules posted in labs
	Effects of misuse of technology	• Predict possible long range effects of unethical use of technology on culture and society
FILE MANAGEMENT	Review use of H-drive, O-drive, CA Drop Box, File Browser App, and Google Drive	• 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
INTERNET & DATABASE RESEARCH	How to use Internet and Database help tools	• Use Internet and Database help options to become more self sufficient during research
	Use of Internet Graphics	• Locate, save or insert and format appropriate graphics to enhance projects
	Acceptable Use- Solving Real World Problems	• 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	• Use Boolean logic and other advanced search functions • Evaluate information from a variety of sources for accuracy, appropriateness and relevance to topic

MAIN/GENERAL TOPIC	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
	Collaborative Projects	• Use Online Learning Resources To Collaborate With Teachers And Peers
INFORMATION LITERACY	Internet Research	• Advanced Evaluation Of Information From A Variety Of Internet Sources For Authenticity, Validity, Bias & Usefulness
		• Read And Analyze Internet Material And Critically Compare Points Of View From Multiple Sources
KEYBOARDING	Increased Touch Typing Capabilities	• Type 30-40 Words Per Minute With 90% Accuracy
	Word Processing	• Format Tables, Margins, Business Letters And Other Word Documents
NETWORK UNDERSTANDING	Virtual Lab Review	• Install Citrix Client On Home Computer • Work On Documents/ Projects Between School And Home • Eliminate Need To E-Mail Assignments To Teachers Or Save To External Format
	Impact Of Unethical Actions Within A Network Setting	• Monitor Their Own Behavior When Using School Technology, Identify Misuse Of Technology And Understand The Consequences Of Misuse (This Benchmark Is Repeated Due To Increased Abuse Of Computer Technology Among 7th-9th Grade Students)

MAIN/GENERAL TOPIC	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
PRESENTATIONS AND PUBLICATIONS	Project Medium	• Evaluate, Select And Use Appropriate Tools To Design, Plan And Develop A Multimedia Project With Target Audience In Mind
	Excel/Numbers	• Construct A Simple Spreadsheet And Enter Data • Use Formulas To Add, Subtract, Multiply And Divide • Create Graphs And Tables To Use Effectively In Projects • Export Excel Data Into Other Projects
	Power Point, Keynote, Etc.	• Create A Professional Slide Show To Illustrate And/ Or Teach The Results Of Research / Learning • Find, Save Or Import And Format Internet Graphics To Enhance Presentation
	Publisher, Other Ipad Apps, And Other Software	• Create A Newsletters, Brochures, And Or Other Products To Illustrate Learning
	Web Page Design- School Wires, My Big Campus	• Use Basic Html To Create A Web Page
	Use Of Graphical Organizer Softwares Such As Inspiration, Word, Powerpoint, Ipad Apps, Noodle Tools, Google Drive, Etc.	• Use Graphical Organizer Software As A Pre-Writing Tool To Create Outlines, Webs, Timelines And Venn Diagrams
	Smart Notebook	• Create And Present Smart Notebook Presentations Or Lessons On A Given Topic
	Copyright Regulations	• Cite And Credit Material Obtained From Internet Or Database Sources

MAIN/GENERAL TOPIC	WHAT THE STUDENTS WILL KNOW:	SKILLS: (WHAT STUDENTS WILL BE ABLE TO DO)
PERIPHERALS	Digital Cameras, Camcorders, Ipads, Web Cams, Distance Learning Equipment, Etc.	• 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 (Irfranview, Movie Maker, Power Point) • How To Save And Manage Photo And Video Files
	Smart Boards	• More Advanced Smart Board Tool Use • More Advanced Troubleshooting Of Smart Board