

<p>Basic Skills and Concepts</p> <ul style="list-style-type: none"> All skills below are expected or covered on an individual basis (1-on-1) Mouse skills Opens and quits applications Works with windows, icons, and menus Uses basic technology vocabulary Save documents Importance of saving Retrieve documents Uses OSX dock to find and launch applications Computer care Use menu bars and commands Applies strategies for identifying and solving routine hardware and software problems Select Printer Use multiple applications simultaneously 	<p>Keyboarding</p> <ul style="list-style-type: none"> All skills below are expected or covered on an individual basis (1-on-1) Uses proper posture Locates and uses letter and number keys with correct left and right hand placement (i.e. use left hand on left side of keyboard, right hand on right side) Uses the correct finger of the correct hand for space bar, return/enter key and shift keys (both left and right) Uses home row finger placement Key the entire alphabetic keyboard by touch using the correct finger of the correct hand “Touch types” 40 words per minute 	<p>Email</p> <ul style="list-style-type: none"> All covered on an individual basis (per classroom or 1-on-1) Explains the parts of an email address Creates a password Receives and replies to messages Composes, edits and sends messages Follows proper mail etiquette Forwards mail with leading message Attaches, receives and opens attachments using appropriate format and extension 	<p>Internet</p> <ul style="list-style-type: none"> Uses teacher-selected web sites Launches a browser and uses the tool bar Navigates by clicking on links on web pages Returns to site using back button or bookmark/favorites Knows the parts of a URL Evaluates sites and information for validity and accuracy Copies and paste texts or images and cites sources correctly 	<p>Word Processing (9th grade English)</p> <ul style="list-style-type: none"> Inserts, edits and formats text (alignment, style, size, etc) Uses spell check and thesaurus Uses tab key and tab markers properly Select text or other objects using various techniques Cut, copy and paste Drag/drop to move objects Navigate text and pages efficiently Adjust line spacing Change page margins Create and edit tables Insert and adjust images; utilize text wrap feature Set up columns, background, and borders Insert headers/footers Insert footnotes, endnotes and format bibliography using indent markers on ruler
<p>Unit 6</p> <p>Programming</p> <ul style="list-style-type: none"> Identify and explain the function of basic programming Create code for common tasks Test and debug code Problem-solve Decision making Create animations 	<p>Unit 7</p> <p>Ethics</p> <ul style="list-style-type: none"> Demonstrates understanding of acceptable use policy Follows rules and procedures for technology use (netiquette) Works cooperatively and collaboratively with others when using technology Exhibit positive social and ethical behaviors when using technology systems and software and discusses consequences of misuse Respect rights of privacy and confidentiality for self and others Plagiarism 	<p>Unit 8</p> <p>Safety</p> <ul style="list-style-type: none"> Protect personal information Identify dangerous or uncomfortable situations online Handles dangerous or uncomfortable situations appropriately 	<p>Unit 9</p> <p>File and Resource Management</p> <ul style="list-style-type: none"> All covered on an individual basis (per classroom or 1-on-1) Logs onto network Identifies purpose of network Understands user name and password Identify difference between local and network files Saves and finds files and folders Keeps documents separate from applications Creates folders to store work and saves work in correct folder Uses “get your projects here” and “turn your projects in” folders Saves work in various formats and adds correct extensions to file names 	<p>Unit 10</p> <p>Spreadsheet (9th grade science)</p> <ul style="list-style-type: none"> Master spreadsheet terminology Create new spreadsheet Editing contents of a cell Format cells (labels & data types) Adjust row height and column width Navigate between and work in different sheets within a single file Interpret data Sort and find data Collect data and creates new spreadsheet Use formulas, functions, and fill options Collect, enter, analyze, organize data and display information graphically Use the appropriate chart for activity and data
<p>Unit 11</p> <p>Electronic Presentations</p>		<p>1</p>		<p>12/15/06</p>