

# COMMUNITY UNIT SCHOOL DISTRICT 200

**Course**                    **Computer Literacy**  
**Middle School**  
**Level**                    **6**

**1. Subject Expectation**  
**(NETS 1)**

**Basic operations and concepts**

**Essential Learning 1**  
**(Learning Standard)**

**Students demonstrate a sound understanding of the nature and operation of technology systems**

Critical Content

- a. Discuss hardware vocabulary
- b. Discuss various software vocabulary

**2. Subject Expectation**  
**(NETS 2)**  
**(NBEA XVI)**

**Social, ethical, and human issues**  
**Privacy and Ethics**

<b>Essential Learning 1</b> <b>(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. Discuss copyright issues
- c. Explore safety and etiquette issues

<b>Essential Learning 2</b> <b>(Learning Standard)</b>	<b>Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, and productivity.</b>
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Critical Content

- a. Introduce basic skills in word processing, spreadsheet, and presentation
- b. Apply skills to complete work within a designated time frame

**3. Subject Expectation (NBEA VI) Input Technologies**

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students use technology to input and manipulate text and data</b>
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- Critical Content
- a. Review and demonstrate correct fingering for the alphanumeric keys on the keyboard
  - b. Review and maintain proper posture and keyboarding technique when using the keyboard
  - c. Discover a variety of input technologies

**4. 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. Develop keyword search skills
  - b. Recognize and duplicate properly formatted source documentation

<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. Begin to use word processing software to create formatted documents
  - b. Begin to use spreadsheet charts
  - c. Introduce basic presentation principles

<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. Introduce use of digital camera
  - b. Explore integration of graphics

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

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students examine the characteristics and uses of word processing software</b>
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- Critical Content
- a. Introduce and apply file management
  - b. Practice trouble-shooting
  - c. Introduce and explore basic word processing language tools

<b>Essential Learning 2 (Learning Standard)</b>	<b>Students examine the characteristics and uses of spreadsheet software</b>
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- Critical Content
- a. Discover common features and uses of spreadsheets
  - b. Introduce Sum feature
  - c. Create simple charts

<b>Essential Learning 3 (Learning Standard)</b>	<b>Students examine the characteristics and uses of presentation software</b>
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- Critical Content
- a. Introduce presentation principles
  - b. Create a basic presentation
  - c. Practice appropriate presentation skills

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

<b>Essential Learning 1 (Learning Standard)</b>	<b>Students explore a variety of media and formats to communicate information and ideas effectively to multiple audiences</b>
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- Critical Content
- a. Prepare a word processing document for a communication need
  - b. Practice a presentation for a specific audience
- 7. Subject Expectation (NETS 6) Technology problem-solving and decision-making tools**

<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. Evaluate search results for relevancy
  - b. Use information gathered from the Internet based on the appropriateness to specific tasks
  - c. Use on-line resources to enhance presentations, such as using Microsoft Clip Gallery Live to find additional clipart
  - d. Choose correct features of software to accomplish tasks efficiently