

COMPUTER/TECHNOLOGY EIGHTH GRADE

VALUES AND ATTITUDES	The student will: Demonstrate responsible and ethical behavior that exemplifies Catholic values when using technology, including respect for property, honesty and compassion. Demonstrate legal and ethical behaviors when using information and technology and realize the consequences of misuse. Understand the societal issues when using technology. Appreciate electronic communications as a means to enhance learning. Feel confident to enhance work through computer applications Recognize and utilize relevant versus irrelevant information
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STRAND A GENERAL KNOWLEDGE

OBJECTIVES

- Note: **(M) with bold text indicates mastery at this level.**

Societal issues and ethical behavior when using the computer and other technology

- **Discuss and visually represent changes in information technologies and the effect on North Carolina and society. (M)**
- Use technology terms/concepts to describe and explain strategies used to collect, organize, and present findings.
- **Model ethical behavior relating to security, privacy, passwords, and personal information.**
- **Identify possible consequences of misuse. (M)**
- **Research and evaluate the accuracy, relevance, appropriateness, and bias of electronic information sources. (M)**
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Follow an Acceptable Use Policy. (M)**
- Discuss how Copyright Laws protect ownership of intellectual property.
- Investigate computer/technology-related occupations in North Carolina.
- Demonstrate how databases are used in an information-intensive society.
- Use knowledge of database terms, functions, and operations to explain strategies used to organize, analyze, and report information.
- Identify and discuss guidelines for media to consider in developing multimedia projects as a class.
- Recognize and discuss the importance of responsible use of multimedia resources.
- Demonstrate appropriate use of copyrighted materials in word processing documents used for assignments.
- Demonstrate knowledge of multimedia concepts used by media to entertain, sell, and influence ideas and opinions.
- Correctly use multimedia terms to explain projects.
- Recognize, discuss, and establish ethical guidelines for use of personal and copyrighted media in multimedia projects and presentations.
- Discuss and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines.
- Use appropriate terms to describe telecommunications tools and resources used for assignments.
- Demonstrate knowledge of responsible, safe, and ethical use of networked digital information.
- Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/assignments. (NC1.21)
- Select and justify appropriate online collaborative tools to develop content area presentations for the intended audience and purpose.

- Demonstrate mastery of general computing objectives:
 - a. **Describe emerging technologies. (M)**
 - b. **Identify and explain computer related careers. (M)**
 - c. **Describe future uses of computers. (M)**

DIOCESAN STRAND B APPLICATION

OBJECTIVES

Knowledge and skills of technology tools.

- Identify strategies to identify and solve minor hardware and software problems.
- **Select, log on/log off to a fileserver. (M)**
- Use technology tools to collect, analyze, and present information.
- **Import/export to other files, formats, documents or applications. (M)**
- **Merge data from database into word processing documents, e.g., form letter. (M)**
- Select and justify appropriate tools to survey, collect, share, and communicate information in content areas.
- **Set the column width. (M)**
- **Use appropriate fonts, style and size. (M)**
- **Identify serif/sans serif fonts and use them appropriately. (M)**
- **Balance the size, color and style of the headline relative to body text. (M)**
- Select resources based on appropriateness for task.
- **Use a graphic organizer to gather information, develop ideas, make decisions, or organize thinking. (M)**
- **Save the document in an appropriate format to be used in other applications. (M)**
- Plan, select, evaluate, and interpret digital resources to develop assignments about North Carolina history.

Process data, access, evaluate, interpret, communicate information, and solve problems.

KEYBOARDING

- Use proper keyboarding techniques to improve accuracy, speed and general efficiency.
- **Pass a 35 wpm speed and 90% accuracy three minute typing test. (M)**

WORD PROCESSING/DESKTOP PUBLISHING

- **Format document: margins, headers, footers, page numbering. (M)**
- **Format paragraph and page: tab, indent, hanging indent, line spacing, outline format. (M)**
- **Cut, copy and paste text to another document. (M)**
- **Create multi-column document. (M)**
- **Use find/replace, thesaurus, user/custom dictionaries. (M)**
- Identify advantages/disadvantages of using word processing to develop, publish, and present information.
- Understand and use proper standard documentation formats, endnotes and footnotes.

- Select and use WP/DTP features/functions to develop, edit/revise, and publish documents.
- Develop and use rubrics to evaluate the quality of published documents and appropriate use of resources.

SPREADSHEETS

- Recognize, discuss and investigate how spreadsheets are used to process information in a variety of settings.
- Use spreadsheet and graphing terms to present and explain content area assignments.
- Select and use spreadsheet formulas and functions to solve problems and to calculate and present findings for content area assignments.
- Create/modify spreadsheets to analyze and interpret information, test simple “what if…” statements to solve problems.

DATABASE

- **Modify/create and use databases to organize, report, and display data. (M)**
- **Use sort and find to retrieve and interpret information. (M)**
- **Use a database to merge information into a word processing document. (M)**
- **Set field attributes, move fields and change field size. (M)**
- **Create layouts to display appropriate information. (M)**
- **Select and use appropriate database features and functions to collect, organize information to solve problems and explain strategies. (M)**
- **Modify/create and use databases to analyze, interpret and evaluate data, and report findings. (M)**

MULTIMEDIA

- Use student-generated rubrics to evaluate multimedia presentations for elements.
- Import different file formats: graphics, sounds, video, etc.
- Import and export graphics in appropriate file format, e.g., eps, tiff, pict, jpeg, gif.
- **Use principles of design: proportion, balance, contrast, rhythm, emphasis, unity. (M)**
- **Choose appropriate type of graphics application to complete a given task: drawing, painting or photo enhancement. (M)**
- **Demonstrate appropriate presentation skills, focusing on pace and image/message transitions. (M)**
- **Present slide show using a projections system: data display projector, LCD panel, TV monitor. (M)**
- **Create or edit templates that are consistent in layout. (M)**
- Use production skills, e.g., camera shots/movements, composition, lighting, microphone use and placement, video recording, directing.

INTERNET

- Internet and Telecommunications
 - a. Add images from the Web to his/her work.
 - b. Use an image from the Web as a link.
 - c. Add a background image, list, and table to a basic page.
 - d. Discuss advantages and disadvantages of HTML editors, compared with writing raw HTML code.
- **Use the Internet to research a topic. Cite references. (M)**
- **Consider the accuracy and validity of information found on the Internet. (M)**

- **Attach a document to e-mail message; retrieve a message with an attached document. (M)**
- **Save a graphic from an Internet document. (M)**
- **Download an application or document from the Internet. (M)**
- **Save Internet documents as text and source: raw data, HTML code, and graphics. (M)**
- Identify the software and hardware needed to publish web pages.
 - a. Understand that HTML is an evolving language.
 - b. Understand HTML.
 - c. Add links to presently posted Web pages.
 - d. Use nonlinear text features incorporated in web pages, e.g., frames, hyperlinks and pop-up windows, to read for information.
- Use web authoring software to create a simple web page incorporating text and links.
- Prepare text and images in the appropriate file format for publishing on the internet.
- Use web authoring software to create a web page incorporating images, backgrounds and tables.
- **Construct key words from research questions and combine with search techniques, e.g., lower case, “quotes”, +.-,*wildcard, link, title, using search engines. (M)**
- **Use book-marking systems for gathering and retrieving web URLs specific to information needed and for citing sources. (M)**
- **Download and store web pdf, audio, video and graphic files specific to information needed and for citing sources. (M)**
- Use evaluation tools to select Internet resources and information for content and usefulness in content area assignments. (NC3.10)

VOCABULARY

Identify, discuss and use technology vocabulary/concepts introduced in previous grades.