

I. HISTORY AND SOCIAL ISSUES

A. COMPUTERS' EFFECT ON OUR LIVES	7	8
1. Describe common uses of computers	E	E
2. Explain ways computers affect peoples' lives	E	E
3. Identify computer related occupations	E	E
4. Recognize limitations and capabilities of computers	E	E
5. Identify and read computer related books, magazines, etc.	E	E
B. HISTORY OF COMPUTERS	7	8
1. List the characteristics of each stage of computer development	E	E
2. Differentiate among micro, mini, and mainframe computers	E	E
C. ETHICAL ISSUES	7	8
1. Explain implications of copyright laws	A	E
2. Describe the serious legal issues resulting from widespread computer use	A	E

II. COMPUTER OPERATION

A. ELEMENTS AND FUNCTIONS	7	8
1. Identify components of a computer	E	E
2. Identify and use computer terms	E	E
3. Identify software and hardware	E	E
4. Explain how a computer works (input / process / output)	E	E
5. Identify different computer languages and their uses	A	E
6. Identify capabilities of different computer types (sizes, brands, and special-purpose machines)	A	E
B. KEYBOARD SKILL	7	8
3. Develop keyboarding skills necessary for operating a computer	E	E
C. GENERAL USES OF THE COMPUTER	7	8
1. Demonstrate proper care of software/hardware	A	E

III. COMPUTER APPLICATION

	7	8
1. Use instructional software to enhance skills in various subject areas	R	R
2. Use a computer as a word processor	E	E
3. Use a database program	E	E
4. Use spreadsheet program	E	E
5. Use a utility program	E	E
6. Describe the major software applications of the computer	A	E
7. Use multimedia technology for research	E	E
8. Use a presentation program	A	E

V. OTHER TECHNOLOGIES

B. TELECOMMUNICATIONS	7	8
1. Describe the components of a telecommunications system	A	A
2. Discuss the impact of telecommunications on society	A	A
3. Explain the function of communications software	A	A
4. Describe the Internet, including electronic mail and the World Wide Web	A	A
5. Use a telecommunications system	A	E

VI. INFORMATION LITERACY

A. ACCESSING INFORMATION	7	8
1. Use the Internet to research	A	E
2. Gather information from multimedia resources	A	A
B. ANALYZING & EVALUATING SOURCES	7	8
1. Read and analyze a variety of media	R	R
2. Analyze electric and online literary criticism	A	A
3. Identify author's bias and stereotyping from a variety of electronic media	A	A
C. USING AND CITING SOURCES	7	8
1. Describe the components of a telecommunications system	E	E
2. Discuss the impact of telecommunications on society	A	E