

2. Identify basic computer hardware components & peripheral devices:

- a. Keyboard & mouse
- b. Monitor
- c. Printer
- d. Headphones/Speakers
- e. CD ROM
- f. Hard drive
- g. Floppy drive
- h. Disk
- j. Ram

K	1	2	3	4	5	6	7	8
I	R	R	R	IU	IU	IU	IU	IU
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I	R	R	R	R	R	R	R	R
I	R	R	R	IU	IU	IU	IU	IU
I	R	R	R	R	IU	IU	IU	IU
I	R	R	R	R	R	IU	IU	IU
I	R	R	R	R	R	IU	IU	IU
I	R	R	R	R	R	IU	IU	IU
I	R	R	R	I	R	R	IU	IU

3. Demonstrate care and appropriate use of hardware

- a. Keyboard & mouse
- b. Computer disks
- c. CD ROM
- d. Demonstrate ability to turn computer off/on independantly
- e. Printer
- f. Special keyboard keys (Shift, arrows, spacebar, backspace, enter)
- g. Special keyboard keys (Ctrl, alt, delete, tab, Esc)
- h. Special keyboard keys (Home, End, Page Up, Page Down)

K	1	2	3	4	5	6	7	8
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I	R	R	R	IU	IU	IU	IU	IU
I	R	R	R	IU	IU	IU	IU	IU
I	R	R	R	IU	IU	IU	IU	IU
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I	R	R	R	IU	IU	IU	IU	IU
I	R	R	R	I	R	R	IU	IU

4. Identify functions & advantages of computer productivity software

- a. Word processing
- b. Telecommunications (E-mail & Internet)
- c. Spreadsheet

K	1	2	3	4	5	6	7	8
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I	R	R	R	I	R	R	IU	IU
I	R	R	R	I	R	R	I	R

5. Demonstrate ability to use basic computer management skills

- a. To access and exit software
- b. To manage files (saving and retrieving)
- c. To organize files
- d. To use disk utilities (format, copy, delete, create backup, save)

K	1	2	3	4	5	6	7	8
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I	R	R	R	R	IU	IU	IU	IU
I	R	R	R	I	R	R	R	R
I	R	R	R	I	R	R	R	R

Legal/Ethical Skills

I = Introduce R = Reinforce IU = Independent User

- 1. Shows understanding of appropriate legal/ethical conduct by:**
- a. Demonstrating appropriate use of computers
 - b. Demonstrating appropriate computer etiquette
 - c. Following the BHSD Policy regarding technology resources
 - d. Respecting the privacy of all users through use of security rules outlined in BHSD Policy
 - e. Obeying copyright laws

K	1	2	3	4	5	6	7	8
I	R	R	R	R	R	R	R	R
I	R	R	R	R	R	R	R	R
I	R	R	R	R	R	R	R	R
I	R	R	R	R	R	R	R	R
I	R	R	R	R	R	R	R	R

Multimedia Skills

I = Introduce R = Reinforce IU = Independent User

- 1. Prepare an electronic presentation**
- a. Create and edit slides/screens
 - b. Add and edit text (font, size, color)
 - c. Design a presentation using 4 or more different forms of media using research in a real world context
 - d. Create an electronic presentation using research in a real world context

K	1	2	3	4	5	6	7	8
			I	R	R	R	R	R
			I	R	R	R	R	IU
							I	R
							I	R

- 2. Change the look of your presentation**
- a. Customize the background
 - b. Arrange objects on the slide/screen
 - c. Insert graphics, clip art, and/or digital pictures
 - d. Use Word Art to enhance titles or to create original art

K	1	2	3	4	5	6	7	8
			I	R	R	R	R	R
			I	R	R	R	R	IU
			I	R	R	R	R	IU
				I	R	R	R	IU

- 3. Customize**
- a. Add slide transitions and effects to your slide show
 - b. Use sounds to enhance your presentation *Optional
 - c. Place video in your presentation *Optional
 - d. Create slide layouts for tables and/or charts
 - e. Create a hyper-link to at least one Web site
 - f. Arrange slides in a logical and appropriate order
 - g. Animate text and/or graphics to add impact *Optional

K	1	2	3	4	5	6	7	8
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					I	R	R	R
						I	R	R
						I	R	R
				I	R	IU	IU	IU
						I	I	I

4. Save

- a. Save a presentation and close file
- b. Save As presentation to a new location
- c. Save as HTML for use on a web page

K	1	2	3	4	5	6	7	8
				I	R	IU	IU	IU
				I	R	IU	IU	IU
						I	R	IU

5. Present

- a. Open an existing multi-media project
- b. Practice presentation skills for audience (voice, posture, delivery)
- c. Deliver presentation using a projection device
- d. Create notes to have for final presentation

K	1	2	3	4	5	6	7	8
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				I	R	IU	IU	IU
					I	R	I	R
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Telecommunication Skills

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1. Use the network by:

- a. Demonstrate appropriate use of log in numbers/names
- b. Demonstrate appropriate use of network printing
- c. Saving files to individual home directories
- e. Accessing on line information for research
- f. Accessing information from a directory
- h. Setting up user passwords
- i. Knowing the importance of password security

K	1	2	3	4	5	6	7	8
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	I	R	R	R	R	R	R	R
	I	R	R	R	R	R	R	R
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			I	R	R	R	R	R
							I	R
							I	R

Computer Networking and Information Management Skills

I = Introduce R = Reinforce IU = Independent User

1. Access/retrieve information:

- a. Identify a need for information
- b. Identify appropriate resources
- d. Use of internet
- e. Define search parameters
- f. Use of commercial database - AVL
- g. Incorporate two different types of sources in a research project

K	1	2	3	4	5	6	7	8
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		I	R	R	R	R	R	R
			I	R	R	R	R	R
			I	R	R	R	R	R
			I	R	R	R	R	R
						I	R	R

6. Use word processor in a real world context to:

- a. Write stories or poems
- b. Type reports
- c. Generate letters
- d. Add entries to a bibliography

K	1	2	3	4	5	6	7	8
I	R	R	R	R	R	R	R	R
			I	R	R	R	R	R
				I	R	R	R	R