

	9	10	11	12
<b>Foundations</b>	Demonstrate touch keyboarding techniques including function keys. Demonstrate speed and accuracy on short timed exercises at 35 wpm. Demonstrate the difference between search engines (ex. Google), subject directories (ex. Yahoo), and metasearch engines (ex. Dogpile). Identify legal and ethical behaviors among peers, family, and community regarding the use of technology and information including knowledge of Internet standards for ethical behavior and use. Identify capabilities and limitations of emerging technology resources and assess the potential of these systems and services to address lifelong learning, and workplace and personal needs including research and critical analysis of technology within various careers. Reinforce use of input devices including scanners, digital cameras, and various storage devices.	Use AUP for copyright regulations and modeling respect for other's electronic work including regulations governing private, educational and commercial resources. Analyze advantages and disadvantages of widespread reliance on technology in the workplace and society as a whole including research and critical analysis of technology within various careers. Reinforce use of correct hand and body positions at the computer. Reinforce use of Acceptable Use Policy for Internet including key word searches and search strategies.	Reinforce touch keyboarding techniques including function keys. Reinforce speed and accuracy on short timed exercises at 35 wpm. Reinforce using different search engines (ex. Google), subject directories (ex. Yahoo), and metasearch engines (ex. Dogpile). Reinforce demonstrating legal and ethical behaviors among peers, family, and community regarding the use of technology and information including knowledge of Internet standards for ethical behavior and use. Reinforce identifying capabilities and limitations of emerging technology resources and assess the potential of these systems and services to address lifelong learning, and workplace and personal needs including research and critical analysis of technology within various careers.	Reinforce use of correct hand and body positions at the computer. Reinforce use of AUP for copyright regulations and modeling respect for other's electronic work including regulations governing private, educational and commercial resources. Reinforce analyzing advantages and disadvantages of widespread reliance on technology in the workplace and society as a whole including research and critical analysis of technology within various careers.
<b>Information Acquisition</b>		Demonstrate use of site history including all possible parameters (date, name, most recent, search).		Reinforce use of site history including all possible parameters (date, name, most recent, search).

	9	10	11	12
<b>Solving Problems</b>	Use word processing software features to create and format tables within a document including importation of spreadsheet graphs or tables. Use complex functions and formulas including hyperlinks, math functions, and formulas. Use relational functions including if/then. Use technology in self-directed activities for defined audiences including determining target audience, goal, and purpose. Design timeline, implement procedures to track progress, and evaluate time management using technology tools including daily/monthly calendars and database managers.	Use file transfers and file merges to create new documents. Use macros to program within a spreadsheet including actions that are repeated (auto sum). Differentiate between varieties of graphic tools including slide transitions, animations, and audio. Use advanced features in multimedia software including audio, video, and animation.	Reinforce use of word processing software features to create and format tables within a document including importation of spreadsheet, graphs, or tables. Reinforce use of complex functions and formulas including hyperlinks, math functions, and formulas. Reinforce use of relational functions including if/then. Reinforce use of technology in self-directed activities for defined audiences including determining target audience, goal, and purpose. Reinforce designing timeline, implementing procedures to track progress, and evaluating time management using technology tools including daily/monthly calendars and database managers.	Reinforce use of file transfers and file merges to create new documents. Reinforce use of macros to program within a spreadsheet including actions that are repeated (auto sum). Reinforce use of a variety of graphic tools including slide transitions, animations, audio. Reinforce use of advanced features in multimedia software including audio, video, and animation.
<b>Communication</b>	Use page design including charts and graphs to effectively communicate information. Use page layout including importing and modifying backgrounds, combining text, and using paint and draw tools to effectively communicate information. Use paint and draw tools including photo editing applications to modify photos and create original graphics. Use database software as a productivity tool including merging data into another document. Use database software as a productivity tool to import and export data from other applications including a spreadsheet. Publish electronic information using effective and professional design techniques including navigation buttons and other graphical features. Reinforce publishing information using a printer, including using print preview, page setup, manual feed, and accessing printer on the network.	Evaluate products for relevance to the assignment or task including accuracy, audience, and available resources. Use database software as a productivity tool including generating a variety of reports using same database. Reinforce publishing information using a printer, including using print preview, page setup, manual feed, and accessing printer on the network. Reinforce use of paint and draw tools including photo editing applications to modify photos and create original graphics. Reinforce publishing electronic information using effective and professional design techniques including navigation buttons and other graphical features.	Reinforce use of page design including charts and graphs to effectively communicate information. Reinforce use of page layout including importing and modifying backgrounds, combining text, and using paint and draw tools to effectively communicate information. Reinforce use of paint and draw tools including photo editing applications to modify photos and create original graphics. Reinforce use of database software as a productivity tool including merging data into another document. Reinforce use of database software as a productivity tool to import and export data from other applications including a spreadsheet. Reinforce publishing electronic information using effective and professional design techniques including navigation buttons and other graphical features.	Reinforce evaluation of products for relevance to the assignment or task including accuracy, audience, and available resources. Reinforce use of paint and draw tools including photo editing applications to modify photos and create original graphics. Reinforce use of database software as a productivity tool including generating a variety of reports using same database. Reinforce publishing electronic information using effective and professional design techniques including navigation buttons and other graphical features.

