

	7th	8th	PA Standard	National Standard
I. BASIC COMPUTER LITERACY SKILLS - Operations				
Explain and demonstrate basic computer, peripheral & network operations and concepts using proper terminology.	x	x	3.7.7.C.1 & 2.	#1
Identify specialized computer applications that are used in the community.	x	x		
Describe the function of advanced input and output devices and demonstrate their use.		x		
Identify and explain the function of the parts of a basic network		x		
Log onto the computer and the network.	x	x		
Apply basic computer & peripheral operations and concepts.			3.3.10.C.1,2 &4	#1
Identify solutions to basic hardware and software problems.	x	x		
Apply knowledge of advanced input devices such as scanners, digital cameras and video cameras, projectors.	x	x		
Apply knowledge of hardware set up.	x	x		
Describe the process for basic software installation and demonstrate it.	x	x		
Apply operating system skills to perform basic computer tasks.	x	x	3.7.7.C.1	#1
Name/label (name) and organize/move files and folders in various storage locations	x	x		
Copy and delete files and folders	x	x		
Recognize & open icons (applications, files, folders)	x	x		
Open,close, move and resize windows on desktop	x	x		
Use the Help function .	x	x		
Use control and function keys.		x		
Use Print Preview/Page Layout for no. of copies & page orientation	x	x		

Use various technological and multimedia resources (e.g. interactive books, educational software, multimedia references) for directed and independent learning and to solve specific problems.	x	x	3.7.7.D.1	#1
Identify and use software designed to meet specific needs (design, tutorial, presentation, etc.)	x	x		
KEYBOARDING SKILLS	x	x	3.7.7.C.3 & 3.7.10.C.6	#1
Apply typing techniques to improve speed and accuracy for increased efficiency on computer tasks.	x	x		
Continue to improve keyboard efficiency using proper techniques.	x	x		
II. SOCIAL, ETHICAL AND HUMAN ISSUES			3.8.4 A 3.8.7 A	#2
Demonstrate knowledge of current changes in information technologies and the effect those changes have on our society.	x	x		
Demonstrate positive social, responsible, and ethical behaviors when using technology as identified in the District's Acceptable Use Policy.	x	x		
Work cooperatively and collaboratively with peers when using technology	x	x		
Identify legal restrictions in the use of software and the output of	x	x	3.7.10.D.1	#2

IV. USING TECHNOLOGY FOR PRODUCTIVITY - Applications				
Apply more advanced word processing skills to support personal learning productivity, learning and research .				
	x	x	3.7.7.D.5, 3.7.10.D.4	#3
Create,edit and format a one page documents using titles, headers,footers, proper alignment and indention.	x	x		
Create, edit, and format a one page document using bulleted and/or numbered lists	x	x		
Insert and format tables		x		
Use spell checker	x	x		
Use thesaurus	x	x		
Apply more advanced desktop publishing skills using graphics, animation and design to support personal productivity, learning and research.				
	x	x	3.7.7.D.4, 3.7.10.D.2&6	#3
Create documents with borders, colors, imported graphics.	x	x		
Apply effective design principles to create documents that communicate information and/or ideas.	x	x		
Use charts and graphs to represent data, use drawing tools to enhance projects	x	x		
Apply spreadsheet skills to meet specific needs.				
	x	x	3.7.7.D.5, 3.7.10.D.6	#3
Identify key parts of a spreadsheet.		x		
Create, edit and format a spreadsheet.		x		
Calculate in a spreadsheet using formulas.		x		
Create a spreadsheet chart.		x		
Print a spreadsheet.		x		
Apply database skills to meet specific needs.				
	x	x		
Identify key parts of a database.	x	x		
Design, create, edit, sort and save a database.		x		
Search and find specific information using a database.	x	x		

Print database information in usable formats.		x		
IV.USING TECHNOLOGY TO COMMUNICATE				
Identify basic multimedia applications.	x	x	3.7.7.D.3	#4
Demonstrate a basic knowledge of and apply basic multimedia applications.	x	x	3.7.7.D.4 &3.7.10.D.3	#4
Use multimedia applications to design presentations to communicate curriculum concepts.	x	x		
Design, develop, publish and present products using technology resources such as computers, digital cameras and digital video cameras to demonstrate and communicate curriculum concepts		x		
Apply advanced electronic mail functions.	x	x	3.7.7.E.2	#4
Compose, send, retrieve e-mail messages for educational correspondence using advanced e-mail functions	x	x		
V. USING TECHNOLOGY TOOLS TO CONDUCT RESEARCH				
Use the electronic card catalog to locate material by conducting keyword and topic searches on local and network resources	x	x	3.7.7.E.3	#5
Research and evaluate the accuracy, relevance and bias of electronic information sources	x	x		
Identify and explain various types of on-line services	x	x	3.7.10.E.1	#5
Use an on-line service to access information.	x	x		
Produce a research project incorporating information from electronic resources	x	x		
Cite electronic sources in a bibliography		x		
Describe and demonstrate the components of a web page and their function.		x	3.7.10.E.3	#5
Browse the Internet for relevant information and bookmark relevant sites for future reference	x	x		
Refine search parameters using Boolean logic	x	x		

Use search engines to find information	x	x		
Download information from the internet	x	x		
VI. USING TECHNOLOGY TO SOLVE PROBLEMS				
Identify and solve basic software problems relevant to specific software applications.			3.7.7.D.2	#6
Use appropriate hardware, software, network & internet resources to learn concepts and skills and to solve problems.				
Apply basic on-line research techniques to solve a given problem.			3.7.7.E.3	#6
Evaluate the accuracy, relevance, appropriateness and biasness of electronic information sources concerning real world problems.				