

**RIDGECROFT SCHOOL
6-8 COMPUTER/TECHNOLOGY**

The following specifies focus areas for each grading period. Teacher will spiral activities throughout the year to keep skills fresh. In addition, other activities will be integrated.

PACING GUIDE

| | GRADE 6 ACTIVITIES AND OBJECTIVES | GRADE 7 ACTIVITIES AND OBJECTIVES | GRADE 8 ACTIVITIES AND OBJECTIVES |
|--------------------------------------|--|--|--|
| FIRST GRADING PERIOD | Keyboarding Utilization/word Processing/Desktop Publishing | Keyboarding Utilization/word Processing/Desktop Publishing | Keyboarding Utilization/word Processing/Desktop Publishing |
| SECOND GRADING PERIOD | Keyboarding Utilization/word Processing/Desktop Publishing | Keyboarding Utilization/word Processing/Desktop Publishing | Societal Issues |
| THIRD GRADING PERIOD | Keyboarding Utilization/word Processing/Desktop Publishing | Multimedia Presentations | Spreadsheet |
| FOURTH GRADING PERIOD | Spreadsheet | Spreadsheet | Database |
| FIFTH GRADING PERIOD | Multimedia Presentations | Database | Multimedia Presentations |
| SIXTH GRADING PERIOD | Database | Societal Issues | Telecommunications/Internet |

**NC STANDARD COURSE OF STUDY-COMPUTER/TECHNOLOGY SKILLS
GRADES 6-8**

| GRADE 6 | GRADE 7 | GRADE 8 |
|---|---|---|
| AREAS OF FOCUS | | |
| <ul style="list-style-type: none"> • Responsible and safe use of online resources • Using Copyright and Fair Use guidelines | <ul style="list-style-type: none"> • Responsible and safe use of online resources • Using Copyright and Fair Use Guidelines | <ul style="list-style-type: none"> • Responsible and safe use of online resources • Using Copyright and Fair Use Guidelines |

| | | |
|---|---|---|
| <ul style="list-style-type: none"> • Refining application skills • Using formulas in a spreadsheet • Using search strategy two or more criteria in a database • Increasing productivity and accuracy in keyboarding • Using word processing, spreadsheet, database, and multimedia for assignments in all subject areas • Locating and retrieving information using telecommunications • Evaluating resources and information for accuracy and usefulness • Selecting and using a variety of technology tools | <ul style="list-style-type: none"> • Refining application skills • Using formulas in a spreadsheet • Using search strategy with two or more criteria in a database • Increasing productivity and accuracy in keyboarding • Using word processing, spreadsheet, database, and multimedia for assignments in all subject areas • Locating and retrieving information using telecommunications • Evaluating resources and information for accuracy and usefulness • Selecting and using a variety of technology tools | <ul style="list-style-type: none"> • Using spreadsheets and databases relevant to classroom assignments • Choosing charts/tables or graphs to best represent data • Conducting online research and evaluating the information found • Using word processing/desktop publishing for classroom assignments/projects • Selecting and using a variety of technological tools to develop projects in content areas |
| STRAND 1: SOCIETAL ISSUES | | |
| <p>1.01 Recognize, discuss, and visually represent knowledge of changes in information technologies and the impact changes have on schools, workplaces and society.</p> <p>1.02 Recognize and discuss how Copyright Laws protect ownership of intellectual property and discuss consequences of misuse.</p> <p>1.03 Identify and discuss minor hardware and software issues/problems as a class/group.</p> <p>1.04 Identify and discuss technology skills needed in the workplace and how they impact school students today as a class/group.</p> <p>2.01 Recognize, discuss, and use multi-tasking concepts (e.g., windows, toggle between two windows on the desktop, copy and paste data between two windows on the desktop).</p> <p>2.02 Investigate, discuss, and explain why computers, networks and information must be protected from viruses, vandalism and intrusion, both malicious and mischievous (AUP/IUP).</p> <p>3.01 Select and use responsibly a variety of computing devices (e.g., probeware, handhelds, digital cameras, scanners) to collect, analyze and present content area information.</p> | <p>1.01 Identify and describe the effect technological changes have had on business, transportation, communications, industry, and agriculture in a global society.</p> <p>1.02 Use network terms/concepts related to local and wide area networks (LANs, WANs) and Internet connectivity.</p> <p>1.03 Use ethical, safe, and responsible behavior relating to issues (e.g., security, privacy, passwords, personal information) and recognize possible consequences of misuse.</p> <p>1.04 Recognize and discuss how Copyright Laws protect ownership of intellectual property and identify and discuss consequences of misuse.</p> <p>1.05 Investigate technology knowledge and skills needed for the workplace now and in the future.</p> <p>2.01 Demonstrate knowledge of strategies for identifying and solving minor hardware and software problems.</p> <p>3.01 Select and use appropriate technology tools to solve problems and make decisions in content areas.</p> | <p>1.01 Demonstrate, discuss, and visually represent knowledge of changes in information technologies and the effect those changes have on North Carolina and society.</p> <p>1.02 Use technology terms/concepts to describe and explain strategies used to collect, organize and present findings for assignments/projects.</p> <p>1.03 Model ethical behavior relating to security, privacy, passwords, and personal information, and recognize possible consequences of misuse.</p> <p>1.04 Recognize and discuss how Copyright Laws protect ownership of intellectual property and identify and discuss consequences of misuse.</p> <p>1.05 Investigate computer/technology-related careers/occupations in North Carolina past, present, and future.</p> <p>2.01 Recognize and describe strategies for identifying, solving, and preventing minor hardware and software problems.</p> <p>3.01 Select and use a variety of technology tools to collect, analyze, and present information</p> |
| STRAND 2: DATABASE | | |
| <p>1.05 Recognize and discuss how and why databases are used to collect, organize and analyze information in a variety of settings.</p> | <p>1.06 Demonstrate knowledge of why databases are used to collect, organize, and report information in a variety of settings.</p> | <p>1.06 Demonstrate knowledge of and explain how databases are used in an information-intensive society.</p> |

| | | |
|--|--|---|
| <p>1.06 Identify and use database terms/concepts (e.g., reports, layout, format) to describe and explain findings.</p> <p>1.07 Cite sources of information used in content area databases.</p> <p>3.02 Plan and develop database reports to organize, explain, and display findings in content areas as class/group.</p> <p>3.03 Develop and use search strategies with two or more criteria to solve problems and make decisions in content areas.</p> <p>3.04 Use database sort and search/filter strategies to organize, analyze, interpret, and evaluate findings in content areas and cite sources.</p> | <p>1.07 Use knowledge of database terms/concepts, functions, and operations to describe and explain content area findings.</p> <p>1.08 Cite sources of information used in content area databases.</p> <p>3.02 Select and use two or more criteria to organize, interpret and display content data and explain strategies used.</p> <p>3.03 Modify/edit databases to organize, analyze, and interpret data and to create reports (e.g., documents, multimedia project, webpages).</p> <p>3.04 Evaluate and use database data and reports to solve problems and make decisions in content areas.</p> | <p>1.07 Use knowledge of database terms/concepts, functions, and operations to explain strategies used to organize, analyze and report information in content area assignments.</p> <p>1.08 Cite sources of information used in content area databases.</p> <p>2.02 Modify/create and use databases to organize, report, and display data.</p> <p>3.02 Select and use appropriate database features and functions to collect and organize information to solve problems in content areas and explain strategies used.</p> <p>3.03 Modify/create and use databases to analyze, interpret, and evaluate data and report findings.</p> |
| STRAND 3: SPREADSHEET | | |
| <p>1.08 Recognize and discuss use of spreadsheets to calculate, graph and present data in a variety of settings (e.g., schools, government, business, industry, mathematics, science).</p> <p>2.03 Use spreadsheet terms/ concepts and functions to calculate, represent, and explain content area findings.</p> <p>3.05 Enter/ edit data and use spreadsheet features and functions to project outcomes and test simple "what if..." statements in content assignments.</p> <p>3.06 Select and use chart/ graph functions to analyze and display findings in content projects, citing data sources.</p> <p>3.07 Modify/ create spreadsheets to calculate and graph data to incorporate into content area projects (e.g., word processing, multimedia, webpages).</p> <p>3.08 Modify/ create and use spreadsheets to solve problems, make decisions, and support and display findings in content areas projects.</p> | <p>1.09 Demonstrate knowledge that spreadsheets are used to process information in a variety of settings (e.g., schools, government, business, industry, mathematics, science).</p> <p>1.10 Use spreadsheet and graphing terms/ concepts to present and explain content area assignments.</p> <p>1.11 Cite sources of information used in content area spreadsheets.</p> <p>2.02 Enter/ edit data and use spreadsheet features and functions to project outcomes and test simple "what if..." statements in content assignments.</p> <p>3.05 Modify/ create spreadsheets and graphs/ charts to analyze and interpret data for content assignments.</p> <p>3.06 Create/ modify spreadsheets to test simple "what if..." statements to solve problems and make decisions in content areas.</p> | <p>1.09 Recognize, discuss, and investigate how spreadsheets in a variety of settings (e.g., schools, government, business, industry, transportation, communications).</p> <p>1.10 Use spreadsheet and graphing terms/ concepts to present and explain content area assignments.</p> <p>1.11 Cite sources of information used in content area spreadsheets.</p> <p>2.03 Select and use spreadsheet formulas and functions to solve problems in content areas.</p> <p>2.04 Use spreadsheet features/ functions to calculate and present findings for content area assignments.</p> <p>3.04 Create/ modify spreadsheets to analyze and interpret information, test simple "what if..." statements, solve problems, and make decisions in content areas.</p> |
| STRAND 4: KEYBOARD UTILIZATION/WORD PROCESSING/DESK TOP PUBLISHING | | |
| <p>1.09 Identify, discuss and use WP/ DTP terms/ concepts (e.g., minimize document, resize document, toggle between two open documents on the desktop).</p> <p>1.10 Demonstrate appropriate use of copyrighted materials in word processing documents used for content projects/ assignments.</p> <p>2.04 Use proper keyboarding techniques to improve accuracy, speed and general efficiency in computer</p> | <p>1.12 Demonstrate knowledge of the advantages/ disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p> <p>1.13 Demonstrate knowledge and use of WP/ DTP terms/ concepts (e.g., columns, tables, using multiple files and/or applications) to create and publish assignments/ projects.</p> | <p>1.12 Demonstrate knowledge of the advantages/ disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p> <p>1.13 Review and use WP/ DTP terms/concepts to describe and explain how assignments/projects were created.</p> <p>1.14 Demonstrate appropriate use of copyrighted</p> |

| | | |
|---|---|---|
| <p>operation. 2.05 Use WP/ DTP menu/ tool bar features to publish for a specific audience and purpose. 3.09 Demonstrate knowledge of the advantages/ disadvantages of using word processing to develop, publish, and present information to a variety of audiences. 4 3.10 Select and use WP/ DTP features/ functions to design, format, and publish assignments/ products.</p> | <p>1.14 Demonstrate appropriate use of copyrighted materials in word processing documents used for content projects/ assignments. 2.03 Use proper keyboarding techniques to improve accuracy, speed and general efficiency in computer operation. 2.04 Demonstrate knowledge and use of WP/ DTP features (e.g., columns, tables, headers/ footers) to format and publish content projects/ products. 3.07 Demonstrate use of WP/ DTP features/ functions to design, format, layout, and publish assignments.</p> | <p>materials in word processing documents used for content projects/ assignments. 2.05 Use proper keyboarding techniques to improve accuracy, speed and general efficiency in computer operation. 3.05 Select and use WP/ DTP features/ functions to develop, edit/ revise and publish documents/ assignments. 3.06 Develop and use rubrics to evaluate the quality of published documents/ projects for content, design, and appropriate use of resources.</p> |
| STRAND 5: MULTIMEDIA/PRESENTATION | | |
| <p>1.11 Recognize, discuss and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, video, content, language) in multimedia projects and presentations as a class/ group. 1.12 Recognize, discuss, and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines. 2.06 Demonstrate knowledge of the advantages/ disadvantages of using multimedia to develop, publish, and present information to a variety of audiences. 2.07 Identify, discuss, and use multimedia terms/ concepts (e.g., multimedia authoring, web tools) to develop content projects as a class/ group. 2.08 Use menu/ tool bar features to edit/ modify/ revise multimedia projects to present content information for a different audience and purpose. 3.11 Use rubrics to evaluate multimedia presentations for elements (e.g., content, organization, accuracy, design, purpose).</p> | <p>1.15 Demonstrate knowledge of multimedia tools/ concepts used by media (e.g., games, video, radio/ TV broadcasts, websites) to entertain, sell and influence ideas and opinions. 1.16 Demonstrate knowledge of multimedia by using terms/ concepts to describe and explain content projects/ products. 1.17 Recognize, discuss and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, video, content, language) in multimedia projects and presentations as a class/ group. 1.18 Recognize, discuss, and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines. 3.08 Plan, design, and develop a multimedia product using data (e.g., graphs, charts, database reports) to present content information in the most effective way citing sources. 3.09 Create/ modify and use rubrics to evaluate multimedia presentations for elements (e.g., organization, content, design, appropriateness for target audience, effectiveness, ethical use of resources).</p> | <p>1.15 Demonstrate knowledge of multimedia tools/ concepts used by media (e.g., games, video, radio/ TV broadcasts, websites) to entertain, sell and influence ideas and opinions. 1.16 Use multimedia terms/ concepts correctly to describe and explain projects/ products. 1.17 Recognize, discuss and establish ethical guidelines for use of personal and copyrighted media (e.g., images, music, video, content, language) in multimedia projects and presentations as a class/ group. 1.18 Recognize, discuss, and model correctly formatted citations for copyrighted materials and adhere to Fair Use Guidelines. 3.07 Plan, design, and develop a multimedia product using data (e.g., graphs, charts, database reports) to present content information. 3.08 Create/ modify and use rubrics to evaluate multimedia presentations for content, design, appropriateness for target audience, and effective and ethical use of resources</p> |
| STRAND 6: TELECOMMUNICATIONS/INTERNET | | |
| <p>1.13 Identify and discuss terms/ concepts associated with safe, effective, and efficient use of the telecommunications/ Internet (e.g., password, firewalls, Spam, security, Fair Use, AUP/IUP's). 1.14 Demonstrate knowledge of responsible, safe, and</p> | <p>1.19 Recognize and use terms/ concepts (e.g., IP address, Intranet, private networks, discussion forum, threaded discussion). 1.20 Demonstrate knowledge of responsible, safe, and ethical use of networked digital information (e.g.,</p> | <p>1.19 Use appropriate terms/ concepts to describe telecommunications tools and resources used to develop and complete assignments. 1.20 Demonstrate knowledge of responsible, safe, and ethical use of networked digital information (e.g.,</p> |

| | | |
|--|---|---|
| <p>ethical use of networked digital information (e.g., Internet, mobile phone, wireless, LANs).</p> <p>1.15 Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/ assignments.</p> <p>2.09 Select and justify the use of appropriate online collaborative tools (e.g., surveys, email, discussion forums, webpages) to develop content area presentations for the intended audience and purpose.</p> <p>3.12 Plan, collect, evaluate, interpret and use information from a variety of resources to develop assignments about the Eastern Hemisphere, Europe, and former Soviet Republic.</p> <p>3.13 Use evaluation tools to select Internet resources and information for content and usefulness in content area assignments.</p> | <p>Internet, mobile phone, wireless, LANs).</p> <p>1.21 Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/ assignments.</p> <p>2.05 Use a variety of collaborative tools to survey, collect, and communicate information for content area assignments.</p> <p>3.10 Select, evaluate, and use a variety of digital resources and information to research, and present findings about Eastern Hemisphere: Africa, Asia, and Australia.</p> <p>3.11 Use evaluation tools to select Internet resources and information for content and usefulness in content area assignments.</p> | <p>Internet, mobile phone, wireless, LANs).</p> <p>1.21 Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of Internet resources in content projects/ assignments.</p> <p>2.06 Select and justify use of appropriate collaborative tools to survey, collect, share, and communicate information in content areas.</p> <p>3.09 Plan, select, evaluate, interpret and use a variety of digital resources to develop assignments/ projects about North Carolina History.</p> <p>3.10 Use evaluation tools to select Internet resources and information for content and usefulness in content area assignments.</p> |
|--|---|---|