Farrington-Kaiser Complex Area
Grades 7-9 Technology Scope and Sequence

rev. 2/27/03

Basic Operations and Concepts	Social, Ethical and Human Issues	Technology as a Tool for Productivity			Technology as a Tool for Communications	Technology as a Tool for Research	Technology as a Tool for Problem Solving and Decision-Making
Students demonstrate a sound understanding of the nature and operation of technology systems. Students are proficient in the use of technologys.	**Students understand the ethical, cultural, and societal issues related to technology. Students practice responsible use of technology systems, information, and software.**	**Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.**			**Students use technology to communicate, to collaborate, publish, and interact with peers, experts, and other audiences. Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.**	**Students use technology to locate, evaluate, and collect information from a variety of sources. Students use technology tools to process data and report results. Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.**	**Students use technology resources for solving problems and making informed decisions. Students employ technology in the development of strategies for solving problems in the real world.**
		Productivity Tools	**Multimedia Tools**	**Peripherals**			
Identify the impact of technology on life globally. Become aware of careers that require computer literacy. Use Internet-related terminology (including but not limited to e-mail, URL, electronic bookmarks, LANs, WANs, WWW, HTML) Compare and contrast: LANs, WANs, Internet, and intranet. Demonstrate knowledge and appropriate use of hardware components, software programs, and their connections.	Demonstrate proper etiquette and knowledge of acceptable use while in classroom, lab, Internet, or Intranet. Comply with laws and examine issues regarding technology in society. Discuss copyright laws/issues and models, ethical acquisition and use of digital information, and citing resources correctly. Describe consequences regarding piracy, intentional virus setting, and invasion of privacy.	Demonstrate a working knowledge of word processing skills including the formatting of rulers, margins, tabs, text alignments, fonts (including size & style), headers & footers, outlining, numbering, bulleting Demonstrating a working knowledge of desktop publishing skills including the formatting of columns, sections, linked frames, graphics, and text wrapping. Differentiate between and demonstrate appropriate use of graphic tools found in draw and paint applications. Demonstrate a working knowledge of a spreadsheet application including the basic spreadsheet formatting, simple formulas and functions to calculate results, and charting/graphing functions for data presentation. Demonstrate a working knowledge of a database application including the creation of the database & its forms/layouts, entering/searching/ sorting of data Be able to merge word processing, desktop publishing, drawing, painting, graphic manipulation, spreadsheet and database functions.	Demonstrate a working knowledge of a multimedia and/or video editing application including skills necessary for organizing/outlining/ storyboarding, formatting of text/graphic fields, merging of audio/video clips, and formatting transitions between pages/slides/clips/ cards.	Operate a digital camera Operate a scanner Operate a video camcorder Demonstrate skills necessary to upload data from a digital camera, scanner, video camcorder to computer, linear or non-linear workstation Demonstrate skills for presenting data in various forms such as hardcopy printouts, videotape, video projection using printer, monitor, and video projection peripherals	Demonstrate appropriate use of fonts, styles, and sizes as well as effective use of graphics and page design to communicate effectively. Demonstrate proficiency in the use of multimedia authoring programs by creating linear or non-linear projects incorporating text, audio, video, and graphics. Use productivity tools to create interdisciplinary, multimedia presentations/ documents for defined audiences (slide shows, posters, newsletters, brochures, or reports which include audio, video, text and graphics.)	Use a variety of strategies to acquire information from electronic resources. Use strategies to locate and acquire information on LANs and WANs including Internet, intranet, and collaborative software. Use a variety of strategies to locate and acquire electronic information in a variety of formats. Search independently using appropriate sources. Demonstrate proficiency in electronic notetaking	Evaluate acquired information. Determine and employ methods to evaluate the electronic information for accuracy and validity. Use research skills and electronic communication, with appropriate supervision, to create new knowledge. Participate with electronic communities as a learner, initiator, contributor, and teacher/mentor.