Orange Unified School District

Exploratory Computer

12 week Course

Grade Level: 7

Prerequisites: None

Introduction to the subject:
This course will provide the computer skills needed for students to succeed in high school, online classes, and the future by meeting the ISTE 2007 National Education Technology Standards (NETS). (Attached below).

Course Objectives:
By the end of the course the student will be able to:

- Meet OUSD student technology graduation requirements in Word Processing, Spreadsheets, and Presentations.
- Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology, including productivity and graphics software. (NETS 1)
- Use Web 2.0 tools, digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. (NETS 2)
- Apply digital tools to gather, evaluate, and use information in traditional and online classes. (NETS 3)
- Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. (NETS 4)
- Understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. (NETS 5)
- Demonstrate good digital citizenship with respect to Internet/Computer Safety, Copyright and Plagiarism and Information Literacy.
- Demonstrate a sound understanding of technology concepts, systems, and operations. (NETS 6)

Plan to support literacy:

Best practices to support reading comprehension:
Word Processing, Presentations, Copyright, research, blogs, wikis, graphic organizers

Best practices to support writing skills:
Word Processing, Presentations, PhotoStory, blogs, wikis, instant messaging, graphic organizers

Recommended text(s): None

Support materials: Computer Lab with a computer for each student; MS Office; PhotoStory;
Suggested supplemental materials: Inspiration, PhotoShop Elements, Publisher

Course overview and approximate unit time allotments:

Trimester		**Weeks**
I.	Intro to Keyboarding (5 min of keyboarding daily ongoing)	1 week
II.	Online Learning Tools	1 week
III.	Internet/Computer Safety	1 week
IV.	Digital Literacy/Plagiarism/Copyright	1 week
V.	Word Processing; Blogs	4 weeks
VI.	Spreadsheets	2 weeks
VII.	Presentations/Wikis	2 weeks
	Total Weeks:	**12 weeks**

Enrichment:
Graphic Projects; Desktop Publishing

DATE OF LAST CONTENT REVISION: October 1999

DATE OF CURRENT CONTENT REVISION: May 2008

DATE OF BOARD APPROVAL: October 21, 1999

Addendum
CONTENT STANDARDS

The California Content Standards for Technology are integrated into core subject areas. Below are the 2007 ISTE **National Education Technology Standards for Students:**

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

a. apply existing knowledge to generate new ideas, products, or processes.
b. create original works as a means of personal or group expression.
c. use models and simulations to explore complex systems and issues.
d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

a. interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
c. develop cultural understanding and global awareness by engaging with learners of other cultures.
d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

a. plan strategies to guide inquiry.
b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
d. process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students:

a. identify and define authentic problems and significant questions for investigation.
b. plan and manage activities to develop a solution or complete a project.
c. collect and analyze data to identify solutions and/or make informed decisions.
d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

a. advocate and practice safe, legal, and responsible use of information and technology.
b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
c. demonstrate personal responsibility for lifelong learning.
d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

a. understand and use technology systems.
b. select and use applications effectively and productively.
c. troubleshoot systems and applications.
d. transfer current knowledge to learning of new technologies.