

Computers 8

	Chapter	Michigan Educational Technology Standards	Vocabulary	Pacing
Unit 1: Introduction to Computers and Vocabulary	<p>Introduction to Computer Parts and Pieces</p> <p>Introduction to Office 2010</p>	<p>6-8.CT.4 - describe strategies for solving routine hardware and software problems</p> <p>6-8.DC.3 - discuss the consequences related to unethical use of information and communication technologies</p> <p>6-8.TC.1 - identify file formats for a variety of applications (e.g., doc, xls, pdf, txt, jpg, mp3)</p> <p>6-8.TC.5 - identify a variety of information storage devices (e.g., CDs, DVDs, flash drives, SD cards) and provide rationales for using a certain device for a specific purpose</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>Assessment: In class worksheets; Vocabulary Quiz</p>	<p>Acceptable Use Policy, Operating System Monitor, Keyboard Mouse, Server Random Access Memory Read Only Memory Account, Password Recycle Bin, Command Scroll Bar, Icon Address Bar, Refresh Box Folders, USB Network, Server Bits, Bytes, Hardware Software, User Agreement Windows, Microsoft CPU, Laser Printer Ink Jet Printer CD, DVD, Floppy Flash Drive, Word Processing Desktop Publishing, Spreadsheet Database, System Requirements, install, download, Digital Camera, Taskbar, Title bar, scroll bars, ribbon, menu bar, tool bar, recycle bin, Hard Drive, modem, BIOS, motherboard, Desktop icon, program, rpm, primary and secondary storage, pits and lands</p>	10 Days

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Chapters		Michigan Educational Technology Standards	Vocabulary	Pacing
Unit 2 : Word Processing	Chapter 1: Creating and Editing a word document	<p>6-8.CI.1 - Apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity</p> <p>6-8.CI.2 - create an original project (e.g., presentation, web page, newsletter, information brochure) using a variety of media (e.g., animations, graphs, charts, audio, graphics, video) to present content information to an audience</p> <p>6-8.TC.1 - identify file formats for a variety of applications (e.g., doc, xls, pdf, txt, jpg, mp3)</p> <p>6-8.TC.2 - use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced materials</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>Assessments: Online Quiz, Flashcards, Partner Project, Worksheets, Individual Projects</p>	<p>Document window, Status bar, tab, home tab, active tab, Insertion point, enhanced screen tip, mini toolbar, shortcut menu, office button, submenu, key tip, formatting character, file, font, point, style, theme, Bullet, Bold, underline, italicize, style set, color scheme, font set, Insert, clip art, scroll, Apply, resizing, hard copy, print properties, hanging indent, page numbering, screen print, type over, borders, shading, ordering, grouping, highlighting, thesaurus, grammar check, spell check</p>	15 Days

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Unit 3: Spreadsheet	Chapter 1: Creating a worksheet and an Embedded Chart	<p>6-8.CI.1 - Apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity</p> <p>6-8.CT.3 - gather data, examine patterns, and apply information for decision making using available digital resources</p> <p>6-8.DC.5 - create media-rich presentations for other students on the appropriate and ethical use of digital tools and resources</p> <p>6-8.TC.1 - identify file formats for a variety of applications (e.g., doc, xls, pdf, txt, jpg, mp3)</p> <p>6-8.TC.2 - use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced materials</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>Assessments: Online Quiz, Flashcards, Worksheets, Projects, Individual, presentation</p>	<p>Workbook, worksheet, charts, tables, web support, help menu, columns, rows, active cell, cell, cell reference, scroll boxes, ribbon, group, tab, alignment, function, range, format cells, fill handle, copy, cut, paste, embedded chart, merge and center, functions, number formatting, column and row adjustments, y-axis, auto-calculate, in cell editing</p>	15 Days

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Chapters		Michigan Educational Technology Standards	Vocabulary	Pacing
Unit 4: Power Point	Chapter 1: Creating and Editing a Presentation	<p>6-8.CI.1 - Apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity</p> <p>6-8.CI.2 - create an original project (e.g., presentation, web page, newsletter, information brochure) using a variety of media (e.g., animations, graphs, charts, audio, graphics, video) to present content information to an audience</p> <p>6-8.DC.1 - provide accurate citations when referencing information sources</p> <p>6-8.DC.2 - discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, viruses, file-sharing)</p> <p>6-8.DC.5 - create media-rich presentations for other students on the appropriate and ethical use of digital tools and resources</p> <p>6-8.TC.1 - identify file formats for a variety of applications (e.g., doc, xls, pdf, txt, jpg, mp3)</p> <p>6-8.TC.2 - use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced materials</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>Assessments: Online Quiz, Flashcards, Worksheets, Individual Projects, Power Point Presentations</p>	Slide show, presentation, outlining, charting, drawing, inserting multimedia, saving to the web, preparing delivery, bulleted lists, layouts, landscape, portrait, slide, title slide, normal view, outline tab, slides tab, active tab, home tab, gallery, preview, Document theme, level, selecting text, New slide, line spacing, demoting, promoting, Closing slide, multimedia insertion, citation, bibliography, auto correct	15 Days

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		Michigan Educational Technology Standards	Vocabulary	Pacing
Unit 5: Online Career Pathway	Career Cruising Online	<p>6-8.CI.3 - illustrate a content-related concept using a model, simulation, or concept-mapping software</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>6-8.TC.7 - use technology to identify and explore various occupations or careers, especially those related to science, technology, engineering, and mathematics</p> <p>6-8.TC.8 - discuss possible uses of technology to support personal pursuits and lifelong learning</p> <p>Assessment: Completion of Career Selection Tests, Online Completion of Class Schedule, Career Options Selection, Career Pathway Selection</p>	<p>Career</p> <p>Career Pathway</p> <p>Various Careers</p> <p>Education</p> <p>Bachelor’s Degree</p> <p>Master’s Degree</p> <p>Certificate</p> <p>Qualifications</p> <p>Job Experience</p> <p>Work Experience</p> <p>EDP</p> <p>Credits</p> <p>Vocational Education</p> <p>Job</p>	10 Days

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Unit 6: Current Technology and Resources	<p>Current Technology</p> <p>Online Resources</p>	<p>6-8.RI.1 - use a variety of digital resources to locate information</p> <p>6-8.RI.2 - evaluate information from online resources for accuracy and bias</p> <p>6-8.RI.3 - understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources should always be researched</p> <p>6-8.RI.4 - identify types of web sites based on their domain names (e.g., edu, com, org, gov, net)</p> <p>6-8.DC.2 - discuss issues related to acceptable and responsible use of technology (e.g., privacy, security, copyright, plagiarism, viruses, file-sharing)</p> <p>6-8.DC.4 - discuss possible societal impact of technology in the future and reflect on the importance of technology in the past</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>6-8.TC.8 - discuss possible uses of technology to support personal pursuits and lifelong learning</p> <p>Assessment: Individual Projects, Worksheets</p>	<p>Linkedin iPhone Moodle Skype Google Docs Google Buzz Open Office Wink PBWiki Google Scholar Podcasting Xing OneNote Webcasting Delicious Google Reader Glogster Animoto Evernote Flicker Survey Monkey Hulu Picnic Wordle Page Flakes Dropbox Read It Later Linoit Blogger Twitter MEL Citation</p>	15 Days

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Unit 7: Technology Safety	<p>Cyber Crimes:</p> <p>Cyber Bullying</p> <p>Identity Theft</p> <p>Email</p> <p>Social Networking</p>	<p>6-8.DC.6 - discuss the long term ramifications (digital footprint) of participating in questionable online activities (e.g., posting photos of risqué poses or underage drinking, making threats to others)</p> <p>6-8.DC.7 - describe the potential risks and dangers associated with online communications</p> <p>6-8.TC.6 - use accurate technology terminology</p> <p>6-8.TC.10 - discuss security issues related to e-commerce</p> <p>Assessment: Power Point Presentations, Online Quizzes, Worksheets, Online Assessments</p>	<p>Cyber Crime</p> <p>Cyber Bullying</p> <p>Phishing</p> <p>Social Networking</p> <p>Identity Theft</p> <p>Online Shopping</p> <p>Email Scams</p> <p>Spam</p> <p>E-commerce</p> <p>Virus</p> <p>Facebook</p> <p>Chat</p> <p>Twitter</p> <p>Texting</p> <p>Blogs</p>	3-4 Days

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Chapter		Michigan Educational Technology Standards	Vocabulary	Pacing
Unit 8: Publisher	Brochure	6-8.CI.1 - Apply common software features (e.g., spellchecker, thesaurus, formulas, charts, graphics, sounds) to enhance communication with an audience and to support creativity	Ordering Grouping Copy and Paste Cut Text Box Clip Art Borders Shading Shapes Diagrams Word wrap Insert	5-6 Days
	Flyer	6-8.CI.2 - create an original project (e.g., presentation, web page, newsletter, information brochure) using a variety of media (e.g., animations, graphs, charts, audio, graphics, video) to present content information to an audience		
	Greeting Card	6-8.DC.5 - create media-rich presentations for other students on the appropriate and ethical use of digital tools and resources		
	Business Card	6-8.TC.2 - use a variety of technology tools (e.g., dictionary, thesaurus, grammar-checker, calculator) to maximize the accuracy of technology-produced materials		
		6-8.TC.6 - use accurate technology terminology		
		Assessment: Brochure, Flyer, Greeting Card, Business Card Project Completion		

