

Computer Technology “I Can” Statements

- **STANDARD 1 – I can use proper keyboarding skills.**
 - **Objective 1:** I will use correct keyboarding technique. This includes the following:
 - Eyes on copy or screen; not on keys.
 - Fingers curved and oriented to home row.
 - Correct fingers used for keystrokes.
 - Key with smooth rhythm and quiet hands.
 - Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
 - Proper sitting posture: body centered with feet providing balance and elbows naturally at sides.
- **STANDARD 2 – I can have knowledge of computer basics and use an operating system.**
 - **Objective 1:** I can review the history of computer technology, progression to systems of today, types of computers used in a variety of settings, and trends for the future.
 - **Objective 2:** I can identify the major components of microcomputers in the following categories and determine how each contributes to a computer's performance:
 - Hardware including: system unit, microprocessor, RAM, ROM, storage devices, input devices, output devices, peripheral devices.
 - Software for operating systems and software for applications including: consideration of platform, icons, menus, specialized tasks, and multitasking.
 - **Objective 3:** I can describe how a computer functions including: boot process, input, data processing, and output.
 - **Objective 4:** I have become familiar with *General Computer Terminology* available through the *Teacher Helps* link. <http://www.usoe.k12.ut.us/ate/Skills/bus/250.htm>
 - **Objective 5:** I can identify viruses and destructive programs. Understand the importance of vigilance in their detection, prevention, and repair.
 - **Objective 6:** I can create a folder structure with primary and secondary folders:
 - Save files within the folder structure.
 - I can use Save As to change file name, location, and/or file type.
- **STANDARD 3 – I can apply document-processing skills. I am able to use the following when creating a letter, memo, report, or other business document:**
 - **Objective 1:** I can create a variety of business style documents including:
 - Letters – Personal Business, Block, Modified Block, Memos, and Faxes
 - Templates – Fax Cover sheets, Resumes and Reports
 - **Objective 2:** I can create original documents using default settings and word-wrap.
 - **Objective 3:** I can retrieve, edit, save, and print a document.
 - **Objective 4:** I can include textual citations and references (bibliography) in a report.
 - **Objective 5:** I can insert text files, graphics, or other objects into documents.
 - **Objective 6:** I can change margins, text alignment, line spacing, tabs, indents, and page setup; move and copy text.
 - **Objective 7:** I can change the typeface and emphasis (font, underscore, italics, and boldface) of existing text.
 - **Objective 8:** I can proofread and correct all language mechanics errors (grammar, spelling, punctuation, and word usage) in an existing document with the aid of a spell checker, grammar checker, and thesaurus.
- **STANDARD 4 – I can create spreadsheets and manipulate data. I am able to perform the following tasks:**
 - **Objective 1:** I can create, retrieve, modify, format, save, and print a spreadsheet.
 - **Objective 2:** I can copy, move, insert, and delete data.
 - **Objective 3:** I can insert and delete columns and rows.
 - **Objective 4:** I can calculate with formulas (+, -, *, /) and simple functions (SUM, AVERAGE, MAX, MIN, COUNT).

- **Objective 5:** I can sort data.
- **Objective 6:** I can create, save, retrieve, print and interpret a chart (graph).
- **STANDARD 5 – I can demonstrate an understanding of ethics related to computer technology. I am able to demonstrate an understanding of the following topics:**
 - **Objective 1:** Copyright and license law regarding software, database contents, Internet publications, and other published materials. Recognize the difference in the following:
 - Freeware
 - Shareware
 - Public Domain
 - Open Source
 - All Rights Reserved
 - **Objective 2:** Ethics relating to posting and citing Internet information resources.
 - **Objective 3:** The role of an Acceptable Use Policy.
 - **Objective 4:** Rights of privacy, intellectual property, property, intent, and accessibility with respect to computer-based information.
- **STANDARD 6 – I can access on-line information resources. I am able to perform the following tasks:**
 - **Objective 1:** I can use an Internet Browser to:
 - Identify a URL
 - Navigate a Website/World Wide Web
 - Reload/refresh to view Web pages
 - Show a history of recently visited Websites
 - **Objective 2:** I can search the Internet for information using:
 - Online databases/catalogs/libraries
 - Keyword search engines and category directories (i.e. Google, Yahoo, Ask)
 - **Objective 3:** I can conduct advanced Internet searches using:
 - Boolean Operators (AND, OR, NOT)
 - Quotation marks
 - **Objective 4:** I can view and evaluate quality of information on Websites:
 - Domains (.edu, .gov, .com, .net, .org, .mil, etc.)
 - Authorship and legitimacy (compare conflicting sites, assess the site's legitimacy)
 - Identify bias
 - Up-to-date
 - **Objective 5:** I can download Internet resources stored at World Wide Web sites.
- **STANDARD 7 – I can successfully use electronic mail (email). Using my own account, I am able to perform the following tasks:**
 - **Objective 1:** I can use email account to perform various functions related to email messages including:
 - Send
 - Receive
 - Reply, Reply all
 - Forward
 - **Objective 2:** I can send a file (word processing document, graphic, etc.) as an attachment to an out-going message. Receive, open, and save an attachment to an email message.
- **STANDARD 8 – I can create an electronic presentation. The presentation should include the following items:**
 - **Objective 1:** A variety of slide layouts.
 - **Objective 2:** Transitions, automatic timing, and animation.
 - **Objective 3:** Graphics and text.
 - **Objective 4:** I can proofread and correct all language mechanics errors (grammar, spelling, punctuation, and word usage) in the presentation.
 - **Objective 5:** I understand various view and print options.
 - **Objective 6:** I can apply design elements (including themes, backgrounds, or color schemes) supporting the tone of the featured topic.

- **STANDARD 9 – I can use my document processing, spreadsheet, and/or electronic presentation skills to complete a cross curricular project during the semester (or trimester, etc.) in which I am enrolled in the Computer Technology course.**
 - **Objective 1:** I will use **any or all** of the following in a project to be presented to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, electronic, presentation.