

Computer Solutions (2020): Grades 7-8

Demonstrating Personal Qualities and Abilities ¹

- 1 Demonstrate creativity and innovation. ^{1.1}
- 2 Demonstrate critical thinking and problem-solving. ^{1.2}
- 3 Demonstrate initiative and self-direction. ^{1.3}
- 4 Demonstrate integrity. ^{1.4}
- 5 Demonstrate work ethic. ^{1.5}

Demonstrating Interpersonal Skills ²

- 1 Demonstrate conflict-resolution skills. ^{2.1}
- 2 Demonstrate listening and speaking skills. ^{2.2}
- 3 Demonstrate respect for diversity. ^{2.3}
- 4 Demonstrate customer service skills. ^{2.4}
- 5 Collaborate with team members. ^{2.5}

Demonstrating Professional Competencies ³

- 1 Demonstrate big-picture thinking. ^{3.1}
- 2 Demonstrate career- and life-management skills. ^{3.2}
- 3 Demonstrate continuous learning and adaptability. ^{3.3}
- 4 Manage time and resources. ^{3.4}
- 5 Demonstrate information-literacy skills. ^{3.5}
- 6 Demonstrate an understanding of information security. ^{3.6}
- 7 Maintain working knowledge of current information-technology (IT) systems. ^{3.7}
- 8 Demonstrate proficiency with technologies, tools, and machines common to a specific occupation. ^{3.8}
- 9 Apply mathematical skills to job-specific tasks. ^{3.9}

10 Demonstrate professionalism. 3.10

11 Demonstrate reading and writing skills. 3.11

12 Demonstrate workplace safety. 3.12

Addressing Elements of Student Life 4

1 Identify the purposes and goals of the student organization. 4.1

2 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. 4.2

3 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. 4.3

4 Identify Internet safety issues and procedures for complying with acceptable use standards. 4.4

Exploring Work-Based Learning 5

1 Identify the types of work-based learning (WBL) opportunities. 5.1

2 (Optional) Reflect on lessons learned during the WBL experience. 5.2

3 Explore career opportunities related to the WBL experience. 5.3

4 (Optional) Participate in a WBL experience, when appropriate. 5.4

Using Word Processing Software to Solve Problems 6

1 Format existing documents. 6.1

2 Describe the writing process. 6.2

3 (Optional) Create documents. 6.3

Using Spreadsheet Software to Solve Problems 7

1 Identify the structure of a spreadsheet. 7.1

2 Input data and formulas. 7.2

3 Edit data within the spreadsheet. 7.3

4 Create graphs and charts to visually represent data. 7.4

5 Apply spreadsheet skills to solve a problem. 7.5

Using Database Software to Solve Problems 8

1 Identify the structure of a database. 8.1

2 Create a database by defining fields and designing formats. 8.2

3 Apply database skills to solve a problem. 8.3

Using Technologies to Solve Problems 9

- 1 Identify emerging technologies available to solve specified problems. 9.1
- 2 Identify local and worldwide network communication systems. 9.2
- 3 Use electronic search strategies to retrieve and evaluate relevant electronic information. 9.3
- 4 (Optional) Analyze a problem to determine the technological options needed for a solution. 9.4
- 5 (Optional) Apply technological skills to solve a communications problem. 9.5
- 6 Explore coding skills to solve real-world problems. 9.6

Solving Ethical and Security Problems Relating to Technology 10

- 1 Identify security issues related to hardware, software, and data. 10.1
- 2 Explore problems involving integrity, courtesy, and confidentiality related to information and communications systems. 10.2
- 3 Identify the effect of regulations such as copyright and licensing agreements in computer software applications. 10.3

Solving Problems Relating to Computer Maintenance 11

- 1 Identify safety precautions associated with computer use. 11.1
- 2 Describe the care necessary for internal and external storage devices. 11.2
- 3 Describe methods of preventing the spread of computer viruses. 11.3

Using Presentations to Solve Problems 12

- 1 Identify presentation applications. 12.1
- 2 Identify the components of an effective presentation. 12.2
- 3 Build a multimedia presentation. 12.3
- 4 Apply a multimedia presentation to solve a problem. 12.4