

# Computer Solutions (2020): Grades 7-8

## Demonstrating Personal Qualities and Abilities <sup>1</sup>

- 1 Demonstrate creativity and innovation. <sup>1.1</sup>
- 2 Demonstrate critical thinking and problem-solving. <sup>1.2</sup>
- 3 Demonstrate initiative and self-direction. <sup>1.3</sup>
- 4 Demonstrate integrity. <sup>1.4</sup>
- 5 Demonstrate work ethic. <sup>1.5</sup>

## Demonstrating Interpersonal Skills <sup>2</sup>

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

## Demonstrating Professional Competencies <sup>3</sup>

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

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**10 Demonstrate professionalism.** 3.10

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**11 Demonstrate reading and writing skills.** 3.11

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**12 Demonstrate workplace safety.** 3.12

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**Addressing Elements of Student Life** 4

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

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**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

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

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

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**Exploring Work-Based Learning** 5

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

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

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**3 Explore career opportunities related to the WBL experience.** 5.3

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

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**Using Word Processing Software to Solve Problems** 6

**1 Format existing documents.** 6.1

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**2 Describe the writing process.** 6.2

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**3 (Optional) Create documents.** 6.3

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**Using Spreadsheet Software to Solve Problems** 7

**1 Identify the structure of a spreadsheet.** 7.1

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**2 Input data and formulas.** 7.2

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**3 Edit data within the spreadsheet.** 7.3

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**4 Create graphs and charts to visually represent data.** 7.4

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**5 Apply spreadsheet skills to solve a problem.** 7.5

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**Using Database Software to Solve Problems** 8

**1 Identify the structure of a database.** 8.1

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

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**3 Apply database skills to solve a problem.** 8.3

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## 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