

Big Idea: Computer Basics

1st Quarter

Computers	Grades: 7		Time Frame: 9 weeks September 1st- November 6th		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Seventh:</u></p> <ul style="list-style-type: none"> ● Demonstrate the proper keyboarding technique, establish speed and accuracy equal to 25 wpm ● Demonstrate the ability to accurately keyboard alphabetic material at 25 wpm ● Demonstrate the ability to properly use the numbers 1 through 0 on the top ● 	<p><u>Seventh:</u></p> <p>Intro to computing</p> <ul style="list-style-type: none"> • Technology Agreement • Computer lab rules • Computer safety • Cyber bullying <p>Hardware</p> <ul style="list-style-type: none"> • Input devices • Output devices • Storage devices • Processor • Plug-n-Play devices <p>Software</p> <ul style="list-style-type: none"> • Word processing software • Spreadsheet software • Database software • Desktop publishing software • Presentation software ● • Browser software 	<p><u>Seventh:</u></p> <p>Keyboarding Word processing</p>	<p>Quizzes Classwork Projects Classroom Observations Typing test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

Big Idea: Word Processing

2nd Quarter

Computers	Grade- 7		Time Frame: 9 weeks November 9th- January 22nd		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Seventh</u></p> <ul style="list-style-type: none"> • Demonstrate knowledge of the preference options. • Demonstrate the ability to utilize rulers and change rulers • Demonstrate the ability to use word processing assistants, stationary, and templates • Demonstrate the ability to import, position, and remove tabs • Demonstrate the ability to save a file to the correct location and be able to locate the file at another time 	<p><u>Seventh:</u> Understand the difference between a workbook and a sheet within a workbook</p> <ul style="list-style-type: none"> • Identify parts of the Excel screen: toolbar, formula bar, cell, column, row, cell address • Entering data into a cell • Move data from one cell to another; delete data from a cell; correct data in a cell • Insert header • Format and resize cells, columns, rows: borders, shading, text orientation, word wrap • Merge/Unmerge cells • Conditional Formatting • Manual Formulas • Auto Function Formulas • <p>Adding/Copying/Deleting/Renam ing Sheets</p> <ul style="list-style-type: none"> • Linking cells • Sorting • Advanced Filters • Generate a chart using Chart Wizard tool • Format Charts - Bar, Column, Line, Pie 	<p><u>Seventh:</u> Byte Kilobyte Megabyte Gigabyte Operating system Ethernet cable Html Simulations</p>	<p>Quizzes Classwork Projects Classroom Observations</p> <p>Tying Test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

Big Idea: Spreadsheets/Internet Use

3rd Quarter

Computers	Grade: 7		Time Frame: 9 weeks January 25th- April 8th		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Seventh:</u> Spreadsheets</p> <ul style="list-style-type: none"> Identify spreadsheet terms Demonstrate the ability to enter formulas Demonstrate to use the fill command Demonstrate the ability to format numbers, dates, and monetary amounts Demonstrate the ability to create a chart Demonstrate the ability to format columns, rows, and cells <p>Internet Use</p> <ul style="list-style-type: none"> Refine search techniques Given a list of statements that may appear on the Internet, or in other 	<p><u>Seventh:</u></p> <p>Create a simple web</p> <ul style="list-style-type: none"> Navigate various tools, palettes, menus Create links Insert and format text and graphics Insert text boxes Insert a header Format fonts: size, color, font style Change page layout: portrait, landscape Saving files as various formats <p>Basic components of a browser</p> <ul style="list-style-type: none"> Copy information from Internet and paste into another application Download graphics from the Internet Domain names (evaluating websites) Placement of website listings by a search engine: relevancy versus sponsored links 	<p><u>Seventh:</u></p> <p>Byte Kilobyte Megabyte Gigabyte Operating system Ethernet cable Html Simulations Column Row Cell formula</p>	<p>Quizzes Classwork Projects Classroom Observations Typing Test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

<p>forms of media, and their sources, identify which pieces of information are most likely to be reliable and state the reasons</p> <ul style="list-style-type: none">• Understand what HTML is and that it is an evolving language• Participate in an online activity to problem solve• Compare search results using different search engines	<ul style="list-style-type: none">• • Copyright laws; plagiarism				
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Big Idea: Multimedia

4th Quarter

Computers	Grade- 7		Time Frame: 9 weeks April 11th- June 17th		
<i>Benchmarks</i>	<i>Content/ Skills</i>	<i>Key Terms</i>	<i>Assessment</i>	<i>College and career Readiness Standards</i>	<i>CCCS</i>
<p><u>Seventh:</u> Multimedia</p> <ul style="list-style-type: none"> ● Demonstrate the ability to use and interact with a CD ● Demonstrate the ability to design a multimedia presentation ● <p>Create a multimedia project using student-created digital media.</p> <p>Evaluate the accuracy and bias of online sources of information; appropriately cite online resources:</p> <ul style="list-style-type: none"> ● Surveys/Forms ● Image Editing ● Screenwriting ● Video Production <p>Ethics and Legal Issues</p> <ul style="list-style-type: none"> ● Discriminate between ethical and unethical access to information 	<p><u>Seventh:</u></p> <ul style="list-style-type: none"> ○ ● Image Editing <ul style="list-style-type: none"> ○ Students learn the basics of photo editing and graphics creation as well as learn to create and edit video. ○ Students will use an image editor to crop, lighten, darken, sharpen, resize and remove red eye from several photos. ● Screenwriting <ul style="list-style-type: none"> ○ Students will use their writing skills to move through the screenwriting process ○ They will write a short scene which they can use for filming. ● Video Production <ul style="list-style-type: none"> ○ Students learn the basics of photo editing and graphics creation as well as learn to create and edit video. ○ Use the green screen / chroma key technique to put yourself in a completely different picture 	<p><u>Seventh:</u></p> <p>Crop Flip Rotate Sizing handles Story board Take Voice Over Jump Cut Continuity cut Scene Virus Protection Piracy Security</p>	<p>Quizzes Classwork Projects Classroom Observations</p> <p>Typing Test</p>		<p>8.1.P.A.1 8.1.P.A.2 8.1.P.A.3 8.1.P.A.4 8.1.P.A.5 8.1.P.A.6 8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 8.1.4.A.1 8.1.4.A.2 8.1.4.A.3 8.1.4.A.4 8.1.4.A.5</p>

<p>stored on a computer system</p> <ul style="list-style-type: none"> Define terms: virus protection, piracy, and security Demonstrate the ability to paraphrase research material Demonstrate the ability to cite research sources <p>Career and Technology Awareness</p> <ul style="list-style-type: none"> Introduce the role of technology in career planning 	<ul style="list-style-type: none"> Review importance of legal issues Career Planning with Technology https://www.acteonline.org/ctemonth/#.VXrnHRa8-qw <p>-Benefits of technology in the role of career planning</p>				
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