

Curriculum Map for: 7th Grade Advanced Computer Projects

Prepared October 19, 2007 by Allen Calhoun

Prerequisites: None

Scope:

The focus of this course is to teach basic computer skills that can then be applied to real life experiences. These computer applications will revolve around a common theme of service... service to the school, service to the community and service to friends and family.

Assessment:

Assessment comes in a variety of forms and wherever possible should be used to reflect and enhance the teaching and learning process that occurs in a classroom. Assessment should not be seen as a separate activity, but as an integral part of the teaching and learning process. Alternative assessments apply to any and all assessments that differ from multiple choice, timed, one-shot approaches that characterize most standardized and classroom assessment. Authentic assessments are assessments that engage students in applying knowledge and skills in the same way they are used in the real-world. Performance assessment is a broad term, encompassing many of the characteristics of both authentic and alternative assessments.

As this course of study demonstrates, it is clear that no single type of assessment could provide an accurate measurement of the learning experience. Students should have the best opportunity to demonstrate their understanding of the learning experience. Therefore, it is suggested that a variety of data gathering methods be used such as objective tests, observations, products, written reports, performances and a collection of student works.

The **TIME** column offers a suggested time-line so that all topics listed in the **CONTENT/SKILLS** column are feasibly met. It is understood that times will need adjustments as the course develops. The **APPLICATION/PROJECT IDEAS** column offers suggestions and sources for the teacher. This column should be updated periodically to keep current and as new ideas are generated. The **KEY IDEA/PERFORMANCE INDICATOR** column coordinates topics with the NYS standards.

| TIME | CONTENT/SKILLS | KEY IDEA/PERFORM INDICATOR | APPLICATIONS/PROJECT IDEAS |
|--------|---|----------------------------|---|
| 1 Week | <p>Overview of Computer Hardware/Software</p> <ul style="list-style-type: none"> • Discuss the principles of data storage and retrieval. • Discuss appropriate use of computers in and out of school. <p>Computer Terminology</p> <ul style="list-style-type: none"> • Identify and explain key computer/technological terms. <p>Machine and Software Operations</p> <ul style="list-style-type: none"> • Demonstrate proper handling of computer equipment. • Demonstrate proper operating system controls such as logging in/out, rebooting, closing out of an application and force quitting from an operation. • Demonstrate proper file management including saving, renaming, retrieving and organizing files. | | <ul style="list-style-type: none"> • Classroom discussions, demonstrations and student practice. |

Week

| TIME | CONTENT/SKILLS | KEY IDEA/PERFORM INDICATOR | APPLICATIONS/PROJECT IDEAS |
|--|---|----------------------------|--|
| 1 Week of concentrated drill practice and periodic practice throughout the quarter | Keyboarding skills (All The Right Type) | | <ul style="list-style-type: none">• Student use of the computer program “All The Right Type” |

| TIME | CONTENT/SKILLS | KEY IDEA/PERFORM INDICATOR | APPLICATIONS/PROJECT IDEAS |
|------|---|----------------------------|--|
| | <p>Presentation Software (Microsoft PowerPoint)</p> <ul style="list-style-type: none"> • Discuss the use of presentation software such as PowerPoint. • Demonstrate the proper use of Microsoft PowerPoint tools and functions including: <ul style="list-style-type: none"> • Saving • Copying • Pasting • Cutting • Changing font styles, sizes and colors • Aligning text • Adding pictures • Using WordArt • Using Text boxes • Using drawing tools <p>Demonstrate the ability to create a PowerPoint presentation by:</p> <ul style="list-style-type: none"> • Inserting slides • Changing backgrounds • Adding motion effect • Adding sound effects • Changing slide transition effects • Changing the order of slides. | | <ul style="list-style-type: none"> • Development of a PowerPoint presentation showcasing their parents for Meet the Teacher Night. • Development of a group presentation shown to the class on Cyber Safety. |

| TIME | CONTENT/SKILLS | KEY IDEA/PERFORM INDICATOR | APPLICATIONS/PROJECT IDEAS |
|------|---|----------------------------|---|
| | <p>Word Processing (Microsoft Word)</p> <ul style="list-style-type: none"> • Demonstrate the proper use of Microsoft Word tools and functions including: • Saving • Copying • Pasting • Cutting • Changing font styles, sizes and colors • Aligning text • Numbering and bulleting lists • Using WordArt • Using Text boxes • Using drawing tools <ul style="list-style-type: none"> • Proofread and edit text • Use spell check and grammar check to correct a document • Import images into document | | <ul style="list-style-type: none"> • Creation of a “Teach Your Parent Well” instructional pamphlet. The objective is to teach an adult how to operate some type of technological device. The students will create a “How To” instructional sheet with a diagram explaining how to use the device. They will then teach the adult how to use the device and give them the instruction sheet for future reference. |

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|------|--|----------------------------|---|
| | <p>Database / Spreadsheet (Microsoft Excel)</p> <ul style="list-style-type: none"> • Demonstrate the proper use of Microsoft Excel tools and functions including: • Saving • Changing font styles, sizes and colors • Develop a simple spreadsheet formula using the Sum and Average function keys • Add and edit data • Search, sort and organize data • Create charts and graphs using data. | | <p>Develop a student “Grade Book” of averages.</p> <p>Create a chart/log using Excel of their Service Project. This log should include: Dates worked on the project, the time spent on the project, an outline of exactly what they did each time they worked on the project.</p> |

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|------|---|----------------------------|---|
| | <p>Technical Drawing / Graphics (Canvas)</p> <ul style="list-style-type: none"> • Provide an overview of Canvas drawing program. • Explore the tools found in the tool box including: <ul style="list-style-type: none"> • Text tool • Line tool • Circle tool • Rectangle tool • Curve tool • Linear Dimensioning tool • Line style tool • Pen color • Fill color • Crop tool • Review document setup | | <p>Military Card – Create two patriotic cards. The cards are then sent to members of the military who are stationed overseas.</p> <p>Classroom Poster – Create a poster outlining an important concept taught in your favorite class. Print the poster and hang it in that classroom for all students to see.</p> |
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|------|---|----------------------------|---|
| | <p>Internet Exploration</p> <p>Discussion on: Different types of search engines (regular search engines vs. metasearch engines). How to search the internet. How reliable is the information? How to site internet sources.</p> | | <p>Deb Collins (Library Media Specialist) presented an internet searching lesson to students.</p> <p>Students research “Cyber Safety” and create a PowerPoint presentation to share/discuss with the class.</p> |

| TIME | CONTENT/SKILLS | KEY IDEA/PERFORM INDICATOR | APPLICATIONS/PROJECT IDEAS |
|------|---|----------------------------|----------------------------|
| | <p>Video Production (Pinnacle Studio)</p> <p>Areas of Study:</p> <ul style="list-style-type: none"> • The Equipment and its use. • Planning and production. • Video taping, acquiring footage. • Importing video. • Editing video. <p style="padding-left: 40px;"> Titles Narration Music Sound effects Credits </p> <ul style="list-style-type: none"> • Creating a DVD | | |