

**Trinity Area School District  
Computer 7 Curriculum Mapping,**

<b>Course: Computer 7 Grade: 7</b>	<b>Overview of Course:</b> In this semester course students will build a foundation in Microsoft Office, keyboarding, and Internet exploration. Students will reinforce basic keyboarding skills, such as reviewing the alphabetic, numeric, and symbolic keys. Emphasis will be placed on Word documents, Excel spreadsheets, PowerPoint presentations, Publisher templates, and Internet research.
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**Overarching Big Ideas, Enduring Understandings, and Essential Questions**  
(These “spiral” throughout the entire curriculum.)

Big Idea	Standard(s) Addressed	Enduring Understanding(s)	Essential Question(s)
Technology	15.4.8.A Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.  15.4.8.E Explain the different operating systems  15.4.8.G Create an advanced digital project using appropriate software/application for an authentic task.  15.4.8.F Identify network communication technologies  15.4.8.K Create a multimedia project using student-created digital media	Computer technology is a data management and communication tool essential for business and personal productivity, problem solving, and decision making in the global world.	What are the considerations when selecting a technology tool to solve a problem, complete a task, or manage information?  How do emerging technologies impact the quality of life?
Creativity	15.4.8.G	The type of digital software used depends on the task to be completed.	What examples will you use for a specific computer program for a task in the world?

	Create a digital project using appropriate software/application for an authentic task.		
Digital Citizenship	15.4.8.B Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.	The Internet has many practical functions to be used in the global world.	Can technology be harmful and why? What kind of technology is most important and why?
Independent Exploratory	15.4.8.G Create an advanced digital project using appropriate software/application for an authentic task.	The type of digital software used depends on the task to be completed.	What apps will you use for a specific device/operating system for a task in the world?

**Big Ideas, Enduring Understandings, and Essential Questions Per Unit of Study**  
(These do NOT “spiral” throughout the entire curriculum, but are specific to each unit.)

Month of Instruction	Title of Unit	Big Idea(s)	Standard(s) Addressed	Enduring Understanding(s)	Essential Question(s)	Common Assessment(s)*	Common Resource(s)* Used
One Week	Keyboarding	<b>Keyboarding</b>	15.4.8.A. Analyze the influence of emerging technologies on daily life.  15.4.8.C. Compare and contrast peripheral devices of computing systems for specific needs.  15.4.8.D. Create projects using emerging input technologies.	Keyboarding is a life-long skill used to increase productivity and efficiency.	How can utilizing proper keyboarding skills affect personal, educational, and business life?  Can you properly demonstrate which fingers control each key on a keyboard?  Can you use home key anchors to assist in developing location security?		

			<p>15.4.8.E. Explain the different operating systems.</p> <p>15.4.8.F. Identify network communication technologies and their own.</p>		<p>Can you develop correct keyboarding posture and technique?</p> <p>Can you gradually increase speed and accuracy by not looking at the keyboard?</p>		
Four Weeks	Microsoft Word	<b>Word Processing</b> <b>Keyboarding</b>	<p>15.4.8.A. Analyze the influence of emerging technologies on daily life.</p> <p>15.4.8.D. Create projects using emerging input technologies.</p> <p>15.4.8.E. Explain the different operating systems.</p> <p>15.4.8.F. Identify network communication technologies.</p> <p>15.4.8.G. Create an advanced digital project using appropriate software/application for an</p>	Word processing is utilized to create documents.	<p>How can utilizing word processing skills affect personal, educational, and business life?</p> <p>When should a person use this type of technology?</p> <p>What skills should a person learn about this software? How can people use this technology in different situations?</p> <p>How is this digital tool able to improve collaboration and communication?</p> <p>How can people use this software to create original, innovative</p>		

			<p>authentic task.</p> <p>15.6.8.M. Explore and describe how emerging technologies are used across different career paths.</p>		<p>works, ideas, and solutions?</p>		
One Week	Internet Research and Safety	<b>Internet Keyboarding</b>	<p>15.4.8.A. Analyze the influence of emerging technologies on daily life.</p> <p>15.4.8.B. Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.</p> <p>15.4.8.D. Create projects using emerging input technologies.</p> <p>15.4.8.E. Explain the different operating systems.</p> <p>15.4.8.F. Identify network communication technologies.</p> <p>15.6.8 L.</p>	The Internet is a global system of interconnected computer networks that can be used as a research tool.	<p>How can utilizing internet effectively enhance personal, educational, and business life?</p> <p>How do people evaluate information for accuracy, timeliness, and appropriateness?</p> <p>What is a person's responsibility for using this type of technology?</p> <p>When should a person use this type of technology?</p> <p>What would misuse of this technology look like?</p> <p>How can people use this technology in different situations?</p>		

			<p>Analyze the components and value of credit reports for consumers, borrowers and lenders.</p> <p>15.6.8.M. Explore and describe how emerging technologies are used across different career paths.</p>		<p>How is this digital tool able to improve collaboration and communication?</p>		
Four Weeks	Excel	<b>Excel Keyboarding</b>	<p>1.1 Students engage in conversations, provide and obtain information, express feelings and emotions, and exchange opinions.</p> <p>1.3 Students present information, concepts, and ideas to an audience of listeners or readers on a variety of topics.</p> <p>2.1 Students demonstrate an understanding of the relationship between the practices and perspectives of the culture studied.</p> <p>3.1</p>	Excel is utilized to create spreadsheets.	<p>How can utilizing spreadsheet applications skills affect personal, educational, and business life?</p> <p>When should a person use this type of technology?</p> <p>What skills should a person learn about this software?</p> <p>What would misuse of this technology look like?</p> <p>How can people use this technology in different situations?</p>		

			<p>Students reinforce and further their knowledge of other disciplines through the foreign language.</p> <p>4.1 Students demonstrate understanding of the nature of language through comparisons of the language studied and their own culture.</p> <p>5.1 Student use the language both within and beyond the school setting.</p>		<p>How is this digital tool able to improve collaboration and communication?</p> <p>How can people use this software to create original, innovative works, ideas, and solutions?</p>		
Four Weeks	PowerPoint	<b>PowerPoint Keyboarding</b>	<p>15.4.8.A. Analyze the influence of emerging technologies on daily life.</p> <p>15.4.8.D. Create projects using emerging input technologies.</p> <p>15.4.8.E. Explain the different operating systems.</p> <p>15.4.8.F. Identify network communication technologies.</p>	PowerPoint is used to create presentations.	<p>How can PowerPoint presentation skills affect personal, educational, and business life?</p> <p>When should a person use this type of technology?</p> <p>What skills should a person learn about this software?</p> <p>What would misuse of this technology look like?</p>		

			<p>15.4.8.G. Create an advanced digital project using appropriate software/application for an authentic task.</p> <p>15.6.8.M. Explore and describe how emerging technologies are used across different career paths.</p>		<p>How can people use this technology in different situations?</p> <p>How is this digital tool able to improve collaboration and communication?</p> <p>How can people use this software to create original, innovative works, ideas, and solutions?</p>		
Four Weeks	Publisher	<b>Publisher Keyboarding</b>	<p>15.4.8.A. Analyze the influence of emerging technologies on daily life.</p> <p>15.4.8.D. Create projects using emerging input technologies.</p> <p>15.4.8.E. Explain the different operating systems.</p> <p>15.4.8.F. Identify network communication technologies.</p> <p>15.4.8.G.</p>	Publisher is a desktop publishing software use to create marketing materials and other documents.	<p>How can Publisher skills affect personal, educational, and business life?</p> <p>What skills should a person learn about this software?</p> <p>When should a person choose and use this software?</p> <p>How can people use this software to create original, innovative works, ideas, and solutions?</p> <p>What would misuse of this software look like?</p>		

			<p>Create an advanced digital project using appropriate software/application for an authentic task.</p> <p>15.6.8.M. Explore and describe how emerging technologies are used across different career paths.</p>		<p>How is this digital tool able to improve collaboration and communication?</p>		