

<u>Grade 7 Computer Applications</u>	<u>Grade 8 Computer Applications</u>
<p>Introduction to Computer Applications –Prerequisite Keyboarding L= Lessons A= Activities *= Assessments PPT = PowerPoint</p> <p><u>Unit One: Internet --Safety and Copyright (4 weeks, 20 days @ 45 min./day)</u></p> <p>1. I-Safe Word Basic (L2) A 11 Copyright Plagiarism</p> <p>R11.A.2.4 Identify main ideas, relevant details and generalizations R11.A.2.5 Retell/summarize the major points/procedures of the text</p>	<p>Introduction to Computer Applications –Prerequisite Keyboarding L= Lessons A= Activities *= Assessments PPT = PowerPoint</p> <p><u>Unit One: Internet --Safety and Copyright (2 weeks, 10 days @ 45 min./day)</u></p> <p>1. I-Safe Excel Basics (L6) A 7 Internet safety Word Basic (L2) A 11 Copyright Plagiarism</p> <p>R11.A.2.4 Identify main ideas, relevant details and generalizations R11.A.2.5 Retell/summarize the major points/procedures of the text</p>

Unit Two: Word (7 weeks, 35 days @ 45 min./day)

1. Basics MS Office Skills (L1)
Word Basics(L2) A 1-3, 4-6, 7&10&13
Word Basics(L2) A 8-9, 12&14, *15-17
Word w/ Math (L3) A 1-2, 3-4
Word w/ Social Studies(L4) A 1-3, *4-5, 6-*8,
*9-10, Assessment Day.
4. Word w/ Science (L5) A 1-2, 3-4, 5-6,*7, 8-9
5. Word w/ Science (L5) A 10-11, *12-13, *14-15,
*16, Review Day
6. Word Assessment Day: Vocabulary, Practical
7. Word Comprehensive Project
Word Presentation and Critique

Note: Word w/ Math, Social Studies, and Science include MS Word basics such as cut/copy/paste, fonts, formatting, tables, styles, columns, inserting Clipart, and then reinforces skills.

3.7C Computer Operations

- Explain and demonstrate basic computer operations
- Apply basic computer operations and concepts
- Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7D Computer Software

- Apply computer software to solve specific problems
- Utilize software to solve specific problems
- Evaluate effectiveness of computer software to solve specific problems
- R11.A.2.4 Identify main ideas, relevant details and generalizations
- R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Two: Word (5 weeks, 25 days @ 45 min./day)

1. Word w/ English and Music A 1-2,3-4,5-6,7-8, 9-10
2. Word w/ Arts and Entertainment A 11-12,13-14,15-16,17-18,19-20
3. Word w/ Business A 21-22,23-24,25-26,27-28,29-30
4. Word w/ Sports A 31-32,33-34,35-36,37-38,39-40
5. Word w/ Entertainment A 41-42,43-44,45-46,47-48,49-50

Note: Word includes basics such as cut/copy/paste, fonts, formatting, tables, styles, columns, inserting Clipart, and then reinforces skills.

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- Explain and demonstrate basic computer operations
- Apply basic computer operations and concepts
- Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7D Computer Software

- Apply computer software to solve specific problems
- Utilize software to solve specific problems
- Evaluate effectiveness of computer software to solve specific problems
- R11.A.2.4 Identify main ideas, relevant details and generalizations
- R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Three: Excel (6 weeks, 30 days @ 45 min./day)

1. Excel Basics w/ Language Art(L6) A 1-2, 3-4, 5-6, *6&8, *(9 optional)-10
2. Excel Basics w/ Language Art(L6) 10
3. Excel w/ Math (L7) A 1-3, 4-5, 6-8, 8-10
4. Excel w/ Math (L7) A 11-12,13-*14, *15-16,*17-18, 19-20
5. Excel w/ Math (L7) A *21-22, (L15) A5???
6. Excel w/ Social Studies (L8) A 1-2, 3-4, 5-6, 6-7
7. Excel w/ Social Studies (L8) A 7
8. Excel w/ Science (L9) A 1-2, 3-4, 5-6, 7-8
9. Excel w/ Science (L9) A 9-10, 11-*12, *13-14, *15-16, Assessment

Note: Excel with Language Arts, include MS Excel basic such as data entry, formulas, creating and modifying charts.

3.7C Computer Operations

Explain and demonstrate basic computer operations
Apply basic computer operations and concepts
Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7D Computer Software

Apply computer software to solve specific problems
Utilize software to solve specific problems
Evaluate effectiveness of computer software to solve specific problems
M8.A.1.1 Convert fractions, decimals,percents
M8.A.1.2 Compare quantities or magnitudes of real numbers
M8.A.2.1 Complete calculations by applying PEMDAS
M8.A.3.1.2 Identify, apply/explain when exact or estimation ok
M8.A.3.1.1 Identify round up, round down
M8.A.3.2 Use estimation strategies when solving problems
M8.A.3.3.1 add,-,/* integers, fractions, and decimals
M8.D.2.2.1 Match a written situation to its equation/inequality
M8.E.1.1 Choose,display,interpret data (tables, charts, graphs)
M8.E.1.1.1 Choose the correct representation for a set of data
M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms
R11.A.2.4 Identify main ideas, relevant details and generalizations
R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Three: Excel (6 weeks, 30 days @ 45 min./day)

1. Excel w/ Music A 1-2,3-4,5-6,7-8, 9-10
2. Excel w/ Accounting A 11-12,13-14,15-16,17-18,19-20
3. Excel w/ Music A 21-22,23-24,25-26,27-28,29-30
4. Excel w/ Accounting A 31-32,33-34,35-36,37-38,39-40
5. Excel w/ Arts & Entertainment A 41-42,43-44,45-46,47-48,49-50
6. Excel w/ Math A 51-52,53-54,55-56,57-58-59-60

Note: Excel include basics such as data entry, formulas, creating and modifying charts.

3.7C Computer Operations

Explain and demonstrate basic computer operations

Apply basic computer operations and concepts

Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7D Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

M8.A.1.1.1 Convert fractions, decimals,percents

M8.A.1.2 Compare quantities or magnitudes of real numbers

M8.A.2.1 Complete calculations by applying PEMDAS

M8.A.3.1.2 Identify, apply/explain when exact or estimation ok

M8.A.3.1.1 Identify round up, round down

M8.A.3.2 Use estimation strategies when solving problems

M8.A.3.3.1 add,-,/* integers, fractions, and decimals

M8.D.2.2.1 Match a written situation to its equation/inequality

M8.E.1.1 Choose,display,interpret data (tables, charts, graphs)

M8.E.1.1.1 Choose the correct representation for a set of data

M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Four: PowerPoint (4 weeks, 20 days @ 45 min./day)

1. PPT w/Language Arts (L10) A1, 2-3, 4-5, 5,
PPT w/ Mathematics (L11) A 1-2
2. PPT w/ Mathematics (L11) A 3-4, 5-6, 7-9, 10-11, *12
3. PPT w/ Social Studies (L12) A 1-2, 6-7
PPT w/ Science (L13) A 1-2, 3-4, 5 - Final PPT Project
Choose 1:
(L10) 6-14
(L12) A 3-5 or 8-15, or
(L13) A 6-11 to create and present to class

4. Create and Present PPT from one of the above

Note: PowerPoint with Language Arts, Mathematics, Social Studies, and Science. Includes MS PowerPoint basic such as creating presentation and apply styles, designs, inserting graphics, animation, transitions and modifying existing presentations.

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- 3.7E Computer Software
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Utilize software to solve specific problems
Evaluate effectiveness of computer software to solve specific problems
- 3.7E Computer Communication Systems
Explain basic computer communications systems
Apply basic computer communications systems
Assess the effectiveness of computer communication systems
R11.A.2.4 Identify main ideas, relevant details and generalizations
R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Four: PowerPoint (4 weeks, 20 days @ 45 min./day)

1. PPT Presentation w/ English #1 (Pick from selection in book)
2. PPT Presentation w/ Music and Entertainment #2 (Pick from selection in book)
3. PPT Presentation w/ Technical Writing #3 (Pick from selection in book)
4. PPT Presentation w/ Survival #4 (Pick from selection in book)

Note: PowerPoint includes basics such as creating presentation and applying styles, designs, inserting graphics, animation, transitions and modifying existing presentations.

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Apply basic computer operations and concepts
Evaluate comp. operations/concepts - their effectiveness to solve spec. problems
- 3.7E Computer Software
Apply computer software to solve specific problems
Utilize software to solve specific problems
Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

- Explain basic computer communications systems
Apply basic computer communications systems
Assess the effectiveness of computer communication systems
R11.A.2.4 Identify main ideas, relevant details and generalizations
R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Five: Access (4 weeks, 20 days @ 45 min./day)

1. Access w/Language Arts (L14) A1, 2,3,4-5
2. Access w/Language Arts (L14) A6 (2 days)
Access w/Mathematics (L15) A1-2,3,4
3. Access w/Mathematics (L15) Choose 2 (6-11)
Access w/Social Studies (L16) A1,2, Choose 1 (3-5)
4. Access w/ Science (L17) A1,2, 3, Choose 1 (4-6)
Assessment

Note: Access with Language Arts, Mathematics, Social Studies, and Science. Includes tables, views, sorting, reports, mail merges, queries, formulas, filters, integrating w/word, excel and powerpoint.

3.7C Computer Operations

Explain and demonstrate basic computer operations

Apply basic computer operations and concepts

Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7 Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems

Apply basic computer communications systems

Assess the effectiveness of computer communication systems

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Five: Access (4 weeks, 20 days @ 45 min./day)

1. Access w/ Science and Business A 1-2,3-4,5-6,7-8, 9-10
2. Access w/ Literature and Consumer Sciences A 11-12,13-14,15-16,17-18,19-20
3. Access w/ Entertainment and Geography A 21-22,23-24,25-26,27-28,29-30
4. Access w/ Internet and History A 31-32,33-34,35-36

Note: Access includes basics such as tables, views, sorting, reports, mail merges, queries, formulas, filters, integrating w/word, excel and powerpoint.

3.7C Computer Operations

Explain and demonstrate basic computer operations

Apply basic computer operations and concepts

Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7 Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems

Apply basic computer communications systems

Assess the effectiveness of computer communication systems

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Six: Publisher (8 weeks, 40 days @ 45 min./day)

1. Publisher *Will map when text is decided upon.

Note: Publisher includes basics such as creating text frames, picture frames, word art, layouts, and formatting.

3.7C Computer Operations

Explain and demonstrate basic computer operations

Apply basic computer operations and concepts

Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7 Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems

Apply basic computer communications systems

Assess the effectiveness of computer communication systems

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Six: Publisher (6 weeks, 30 days @ 45 min./day)

1. Publisher w/ Business A 1,2,3,4,5
2. Publisher w/ Advertising A 6,7,8,9,10
3. Publisher w/ English A 11,12,13,14,15
4. Publisher w/ Advertising A 16,17,18,19 (4 activities over 5 days)
5. Publisher w/ Arts and Entertainment A 20,21,22,23 (2 days)
6. Publisher w/ English A 34, Pick one from 24-35 for week (*except 34)

Note: Publisher includes basics such as creating text frames, picture frames, word art, layouts, and formatting.

3.7C Computer Operations

Explain and demonstrate basic computer operations

Apply basic computer operations and concepts

Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

3.7 Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems

Apply basic computer communications systems

Assess the effectiveness of computer communication systems

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Seven: Final Project(2 weeks, 10 days @ 45 min./day)

- Comprehensive project includes Word, Excel, PowerPoint, Access, and Publisher
- Or
- Integrated Projects with another curriculum area

3.7D Computer Software

Apply computer software to solve specific problems
Utilize software to solve specific problems
Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems
Apply basic computer communications systems
Assess the effectiveness of computer communication systems

M8.A.1.1.1 Convert fractions, decimals,percents

M8.A.1.2 Compare quantities or magnitudes of real numbers

M8.A.2.1 Complete calculations by applying PEMDAS

M8.A.3.1.2 Identify, apply/explain when exact or estimation ok

M8.A.3.1.1 Identify round up, round down

M8.A.3.2 Use estimation strategies when solving problems

M8.A.3.3.1 add,-,/* integers, fractions, and decimals

M8.D.2.2.1 Match a written situation to its equation/inequality

M8.E.1.1 Choose,display,interpret data (tables, charts, graphs)

M8.E.1.1.1 Choose the correct representation for a set of data

M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Seven: Skateboards, Inc. (5 weeks, 25 days @ 45 min./day)

1. Word W 1-2,3-4,5-6,7-8,9-10 (#10 *Pre-requisite A-1)
2. Excel E 1-2,3-4,5,6
3. Access A 1 (*Complete W 10 first),2,3
4. Publisher P 6,7,Pick 1-5 or 8 for review
5. Power Point PP Pick 1 or 2 for completion by end of week.

3.7D Computer Software

Apply computer software to solve specific problems
Utilize software to solve specific problems
Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems
Apply basic computer communications systems
Assess the effectiveness of computer communication systems

M8.A.1.1.1 Convert fractions, decimals,percents

M8.A.1.2 Compare quantities or magnitudes of real numbers

M8.A.2.1 Complete calculations by applying PEMDAS

M8.A.3.1.2 Identify, apply/explain when exact or estimation ok

M8.A.3.1.1 Identify round up, round down

M8.A.3.2 Use estimation strategies when solving problems

M8.A.3.3.1 add,-,/* integers, fractions, and decimals

M8.D.2.2.1 Match a written situation to its equation/inequality

M8.E.1.1 Choose,display,interpret data (tables, charts, graphs)

M8.E.1.1.1 Choose the correct representation for a set of data

M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

Unit Eight: The Dream Team (4 weeks, 20 days @ 45 min./day)

1. **Word W** *Similar to Skateboards, Inc./will map out later
2. **Excel E** *Similar to Skateboards, Inc./will map out later
3. **Access A** *Similar to Skateboards, Inc./will map out later
4. **Power Point PP** *Similar to Skateboards, Inc./will map out later

3.7D Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

3.7E Computer Communication Systems

Explain basic computer communications systems

Apply basic computer communications systems

Assess the effectiveness of computer communication systems

M8.A.1.1.1 Convert fractions, decimals, percents

M8.A.1.2 Compare quantities or magnitudes of real numbers

M8.A.2.1 Complete calculations by applying PEMDAS

M8.A.3.1.2 Identify, apply/explain when exact or estimation ok

M8.A.3.1.1 Identify round up, round down

M8.A.3.2 Use estimation strategies when solving problems

M8.A.3.3.1 add, -, /, * integers, fractions, and decimals

M8.D.2.2.1 Match a written situation to its equation/inequality

M8.E.1.1 Choose, display, interpret data (tables, charts, graphs)

M8.E.1.1.1 Choose the correct representation for a set of data

M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text