

PCA1 (Personal Computer Apps) – Grade level 7th & 8th			
Big Idea – Keyboarding is an important skill necessary for interacting with computer technology.			
Essential Question- How do we effectively input information into a computer program using proper typing techniques?			
Concepts	PA Core/Competencies	Resources	Assessments
Typing is an essential 21st Century skill. Proper positioning and technique can minimize damage to the body from prolonged typing. Proper positioning and technique can speed up typing rates.	15.4.8.D. Create projects using emerging input technologies. 15.3.8.X. Demonstrate effective techniques for good communication.	EduTyping – Online Software from BE Publishing Supplemental Resources: BBC’s Dance Mat Typing - http://www.bbc.co.uk/guides/z3c6tfr Mario Type https://playclassic.games/games/educational-dos-games-online/play-mario-teaches-typing-online/play/	Online typing software assignments.
Vocabulary Qwerty keyboard, home row, wpm (words per minute).			

PCA1 (Personal Computer Apps) – Grade level 7th			
Big Idea – Microsoft Word can be utilized in a variety of ways to create effective communication documents.			
Essential Question- How is Microsoft Word utilized to create effective communication documents?			
Concepts	PA Core/Competencies	Resources	Assessments
Microsoft Word can be used to create a variety of flyers. Microsoft Word can be used to create business letters. Microsoft Word can be used to create MLA reports.	15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.	Textbooks: Learn-By-Doing Microsoft 2016 , Word, PowerPoint, and Excel	Teacher Led tutorial assignments Independent Assignments
Vocabulary Tabs, ribbon, file, file path, font theme, font color, insertion point, clip art, WordArt, template., sources, citation.			

PCA1 (Personal Computer Apps 1) – Grade level 7th			
Big Idea – Microsoft PowerPoint can be utilized in a variety of ways to create effective presentations.			
Essential Question- How is Microsoft PowerPoint utilized to create effective presentations?			
Concepts	PA Core/Competencies	Resources	Assessments
<p>Microsoft PowerPoint can be used to create a presentation with clip art.</p> <p>Microsoft PowerPoint can be used to create a presentation with pictures, shapes, and WordArt.</p>	<p>15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.</p>	<p>Textbooks: Learn-By-Doing Microsoft 2016, Word, PowerPoint, and Excel</p>	<p>Teacher led tutorial assignments Independent Assignments</p>
Vocabulary Slide, slide sorter, clip art, transition, animation.			

PCA1 (Personal Computer Apps 1) – Grade level 7th			
Big Idea – It is essential to take necessary precautions in order to keep ourselves safe while using digital devices.			
Essential Question- What precautions should we take in order to keep ourselves safe while using digital devices?			
Concepts	PA Core/Competencies	Resources	Assessments
<p>Precautions are needed to ensure our safety while using digital devices and accessing digital media.</p> <p>Password complexity is necessary when creating passwords for digital accounts.</p> <p>Information posted on the Internet is not easily deleted or removed.</p> <p>Many people have access to information posted on the Internet.</p>	<p>15.4.8.A. Analyze the influence of emerging technologies on daily life.</p> <p>15.3.8.S. Apply appropriate electronic communication based on message requirements.</p> <p>15.4.8.B. Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.</p> <p>15.3.8.T. Discuss the rules of digital citizenship.</p> <p>15.4.8.A. Analyze the influence of emerging technologies on daily life.</p> <p>15.6.8.L. Evaluate the accuracy and bias of online sources of information; appropriately cite online resources.</p>	<p>Common Sense Digital Citizenship - https://www.commonsense.org/education/digital-citizenship</p> <p>Supplemental Resources:</p> <p>NOVA Labs Cyber Security https://www.pbs.org/wgbh/nova/labs/lab/cyber/</p> <p>Discovery Education’s website on digital safety - http://www.discoveryeducation.com/DigitalSafety/</p> <p>Code.org’s youtube videos on the Internet, and how computers work, technology careers, and other Computer Science topics https://www.youtube.com/user/CodeOrg/featured</p> <p>Pennsylvania Attorney General’s Office web page on cyber safety - https://www.pa.gov/guides/cybersecurity/</p>	<p>Student created projects on digital citizenship and cyber security.</p>
Vocabulary Digital citizen, Internet, World Wide Web, encryption, password, cyber security, cyber crime, cyber bullying, electronic footprint, identity theft, malware, virus, netiquette, URL (uniform resource locator), social media, ISP (internet service provider).			

PCA1 (Personal Computer Apps 1) – Grade level 8th			
Big Idea – Microsoft Excel can be utilized in a variety of ways to create spreadsheets.			
Essential Question- How is Microsoft Excel utilized to create spreadsheets?			
Concepts	PA Core/Competencies	Resources	Assessments
<p>Microsoft Excel can be used to create a spreadsheet with an embedded chart.</p> <p>Microsoft Excel can be used to calculate a variety of math formulas, and utilize function calls.</p> <p>Microsoft Excel can be used to create an if-then statement within a spreadsheet.</p>	<p>15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.</p>	<p>Textbooks: Learn-By-Doing Microsoft 2016, Word, PowerPoint, and Excel</p> <p>Links for Excel Assignments Research assignments State’s Population https://www.states101.com/populations?classId=84e4d71e-15b0-45d5-8784-74ffbfdf080c&assignmentId=be2d2885-0581-4703-af18-f9ae23003eaf Google Flights https://www.google.com/travel/flights Country’s population https://www.infoplease.com/world/population/area-and-population-countries</p>	<p>Teacher Led tutorial assignments</p> <p>Independent Assignments</p>
Vocabulary Worksheet, workbook, cell, column, row, range, function call, formula, formula bar, if-then statement.			

PCA1 (Personal Computer Apps 1) – Grade level 8th			
Big Idea – The iPad can be an effective tool to enhance learning.			
Essential Question- What ways can we utilize the iPad in order to enhance our learning?			
Concepts	PA Core/Competencies	Resources	Assessments
<p>The iPad can be used for a variety of applications.</p> <p>Digital calendars are an effective tool for planning and organizing.</p> <p>There are a variety of methods for transferring files between electronic devices.</p> <p>Digital memory varies depending upon application.</p> <p>Email, and other electronic communication, should follow netiquette standards.</p>	<p>15.3.8.U. Identify and employ various electronic communication options related to desired outcomes.</p> <p>15.4.8.E. Explain the different operating systems.</p> <p>15.4.8.F. Identify network communication technologies.</p> <p>15.4.12.G. Create an advanced digital project using sophisticated design and appropriate software/applications.</p>	<p>Apple Teacher Website - https://www.apple.com/education/apple-teacher/</p>	<p>Teacher lead tutorial assignments.</p> <p>Student created projects.</p>
Vocabulary Email, netiquette, operating system, app, Apple ID, cloud storage, digital memory, RAM (random access memory), ROM (read only memory), primary memory, secondary memory, file attachment, file type, file system.			