Mt. Zion Junior High School Curriculum Map

Name:___I. Brown_____Department:_Business_____Subject:_____Input Technologies and Computer Applications_____

Quarter	Essential Skills	Strategies and Activities	CC Standards	Assessments
1	Students will identify basic computer terminology and concepts relating to computers.	1a. Students will learn and understand the basic computer concepts. (Computer Concepts handout and Know Your PC Handout) Computer concepts Crossword	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4 6-8.WHST.6	1a. & 1b. Computer Concepts Quiz Know Your PC Quiz
		1b. Students will learn and demonstrate the "Things Required for Good Typing Technique." (handout)		
		1c. Students will identify the parts of the Word Window (handout) Review Game		1c. Word Window Quiz
		1d. Students will learn and understand Glossary terms associated with the keyboard, Word screen, and typing. Glossary handout & crossword.		1d. Glossary Crossword Glossary Quiz
	2. Students will learn about the Internet, searching, safety, ethics, netiquette rules, and copyright issues.	2a. Students will learn about the Internet and use search techniques to find information.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4 6-8.WHST.6	2a. Lesson 9 pages 54-64 URL Breakdown worksheet Domain Name Worksheet Lesson Worksheet Wolfram Alpha Workshee WebQuest Worksheet
		2b. Students will learn about ethics and netiquette rules.		2b 2d, & 2c. lesson 10 pg 65-73 FBI Website Learn the Net Website/Video Lesson 10 Worksheet
		2c. Students will learn about safety issues related to using the Internet.		
		2d. Students will learn about copyright issues.		
	3. Students will review and improve typing technique on individual letters; to improve keying speed.	3a.Students will review and key the alphabetic letters. (from textbook)	7.L.2b. 7.L.2	3a. Lessons 11-30 pages 78-123 Timed Writings

Quarter	Essential Skills	Strategies and Activities	CC Standards	Assessments
2		3b. Students will review and key the numeric and symbol keys. 3c. Students will perform skill-building exercises to build keyboarding skills and speed.	6-8.RST.3 6-8.RST.4	3b. Lesson 42-46 pages 158-166 3c. Lessons 11-30 pages 78-123
	4. Students will produce word processing documents with Microsoft Word 2016 using basic word processing features, creating, Formatting, and Editing Word Documents (flyer, letters, newsletters, and reports) with Pictures.	4a. Students will create a flyer using Word, that will include the following skills: ● inserting clip art and pictures ● adding borders to the pictures ● adding a border to the page ● Spell check ● Formatting Text ● Changing Theme colors ● Printing a document	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4 6-8.WHST.6	4a. Word Chapter 1 Apply, Lab 1 & 2 Exercises Create a flyer Word 1 Worksheet Word 1 Test Word 1 Hands on Test
	4. Students will creating a MLA Style Research Paper with Citations, Footnotes, and References	4a. Students will type and format MLA style reports with textual citations and a Works Cited page with a hanging indent in Word. 4b. Students will type and format MLA style reports with textual citations and a Works Cited page with a hanging indent in Google Docs.		4a. Report Handouts Type Reports using Word Reports Test Reports Hands On Test 4b.Type Reports using Google Docs.
	5. Students will learn email format, addresses, and guidelines, and create a message.	5a. Students will learn to address and write an email messages. 5b. Students will learn to receive, reply to, forward, and delete email messages.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4	5a & 5b. Lesson 51 pages 203-207 Email Lesson on Learn the Net
	6. Students will learn placement/arrangement of basic table parts; to format tables using the Table formatting features: column and row headings, table styles, cell alignment, cell	6a. Students will create a table, change widths of columns in tables, center vertically and horizontally, and apply a table style. 6b. Students will add and delete rows and columns.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4	6a., 6b., 6c. lessons 56-58 pages 248-255 Tables Worksheet Tables Crossword Tables Review Game Tables hands on Test

Quarter	Essential Skills	Strategies and Activities	CC Standards	Assessments
	merging and splitting, autofitting, sorting, formulas, and text direction.	6c. Students will convert text to a table 6d.Students will review tables and formatting		Tables Test
	7. Students will review all of the concepts learned during the semester.	7a. Students will review for final 7b. Students will take a final exam.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4	7. Final Exam
3	8. Students will demonstrate an understanding of the concepts and application of PowerPoint by producing slideshows with Microsoft PowerPoint 2016 using basic presentation graphics commands.	8a. Students will create the title slide and a multi-leveled bulleted list slide, the slides will include pictures and clip art, and apply a slide transition. 8b. Students will create PowerPoint presentations changing the theme colors, formatting slide backgrounds, inserting shapes and adding text to the shape, and adding WordArt. 8c. Students will create PowerPoint presentations adding artistic effects and ungrouping clip art, and adding both audio and video clips. 8d. Students will create a PowerPoint project using the skills learned in class. 8e. Students will create a slide show using Google Slides.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4	8a.PowerPoint Chapter 1 PowerPoint Apply, Lab 1 & 2 Exercises PowerPoint 1Worksheet 8b. PowerPoint Chapter 2 PowerPoint Apply, Lab 1 & 2 PowerPoint 2 Worksheet 8c. PowerPoint Chapter 3 PowerPoint 3 Apply, Lab 1 & 2. PowerPoint 3 Worksheet 8d. PowerPoint Project PowerPoint Review PowerPoint Test 8e. Example Presentation using Slides Google Slides Project.
	9. Students will be introduced to coding through ozobot.	9a. Students will create an ozobot code sheet.	6-8.RST.3 6-8.RST.4	9b. Video Examples Code Sheet Examples Code Sheet

Quarter	Essential Skills	Strategies and Activities	CC Standards	Assessments
3	10. Students will learn to create HTML code for web pages	10a. Students will recognize and use the basic elements within HTML/XHTML code. 10b. Students will learn to write properly nested HTML tags and learn how HTML tags work. 10c. Students will use code to add images, sound, video, fonts, headings, and formatting to a webpage. 10d. Students will use Google Sites to create a website.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4 7.W.1d 7.W.2b	10a, 10b., 10c., 10d. HTML Code Handouts HTML Code Examples HTML Code Project HTML Code Test Google Sites Project
	11. Students will demonstrate an understanding of the concepts and application of Excel worksheets and create worksheets and charts with Microsoft Excel 2016 using basic spreadsheet features.	11a. Students will create a worksheet using AutoSum, applying cell styles, and format the worksheet. 11b. Students will create worksheets with formulas, functions, and formatting. Students will apply Point mode, Average, Max, and Min Functions, Conditional Formatting, and themes. 11c. Students will create a budget for a trip.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4 -12.MP.1 7.EE.A.1 7.EE.B.3	11a. Excel Chapter 1 Excel Apply, Lab 1 & 2 Excel 1 Worksheet 11b. Excel Chapter 2 Excel Apply, Lab 1 & 2 Excel 2 Worksheet Excel Hands On Test Excel Test 11c. Excel Trip Budget
	12. Students will learn about the different parts of the computer.	12.Students will learn about the different parts of the computer from the computer tech at school. They will take apart computers.	6-8.RST.3 6-8.RST.4	12. Students will dissect computers with the computer tech.
	13. Students will review all of the concepts learned during the semester.	13a.Students will review for final 13b. Students will take a final exam.	7.L.2b. 7.L.2 6-8.RST.3 6-8.RST.4	13a. Review for final Review Sheet 13b. Final Exam