

Planned Course of Study

COMPUTER LITERACY

Grade 7

Technology Department
Salisbury Township School District
1140 Salisbury Road
Allentown, PA 18103

COMPUTER LITERACY
Grade 7
Semester

Learning Objectives/ Content	Teaching/Learning Activities	Evaluation Criteria	State Standard
<p>Objective 1</p> <p>The student will be able to apply intermediate skills in utilizing database software such as</p> <ol style="list-style-type: none"> 1. Create database 2. Labeling columns 3. Entering data 4. Sorting data 5. Setting column widths 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice. 2. Projects will be assigned requiring the use of data base skills such as: <ul style="list-style-type: none"> • Address book • Vacation destinations 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Apply intermediate skills in utilizing word processing, data base, and spreadsheet software.</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			

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<p>Objective 2</p> <p>The student will be able to apply intermediate skills in utilizing spreadsheet software such as</p> <ol style="list-style-type: none"> 1. Create spreadsheet 2. Formatting cells, columns, and rows 3. Printing simple graphs 4. Headers and footers 5. Sorting 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice. 2. Projects and assignments will be given that utilize the skills learned in the classroom such as <ul style="list-style-type: none"> • Income Statement • Pie Chart 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Apply intermediate skills in utilizing word processing, database, and spreadsheet software.</p>
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<p>Objective 3</p> <p>The student will be able to apply basic graphic manipulation techniques such as:</p> <ol style="list-style-type: none"> 1. Insert graphics and WordArt 2. Resizing by grabbing the corner handle 3. Re-positioning 4. Moving pictures 5. Text wrap 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice. 2. Projects and assignments will be given that utilize the skills learned in the classroom. 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Apply basic graphic manipulation techniques.</p>
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<p>Objective 4</p> <p>The student will be able to demonstrate a basic knowledge of desktop publishing applications such as</p> <ol style="list-style-type: none"> 1. Choosing from templates 2. Apply designs 3. Create text boxes 4. Import pictures 5. Create columns 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice. 2. Projects and assignments will be given that utilize the skills learned in the classroom such as <ul style="list-style-type: none"> • Use a template to create a brochure • Use a blank publication to create pamphlets and cards 	<p>Completion of assignments, graded according to predetermined rubric.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Demonstrate a basic knowledge of desktop publishing applications.</p>
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<p>Objective 5</p> <p>The student will be able to demonstrate knowledge of advanced input and output devices.</p> <ol style="list-style-type: none"> 1. Using scanners 2. Using digital cameras 3. Using printers 	<ol style="list-style-type: none"> 1. Lecture. 2. Students will research various input and output devices using their skills from World Wide Web training. 	<p>Completion of research assignments.</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section C. Explain and Demonstrate Basic Computer Operations and Concepts.</p> <p>Describe the function of advanced input and output devices and demonstrate their use.</p>
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<p>Objective 6</p> <p>The student will be able to identify software designed to meet specific needs.</p>	<ol style="list-style-type: none"> 1. Lecture and demonstration. 2. Students will be presented with a variety of scenarios and will choose the best applications to complete each task. 	<p>Completion of assignments or written test</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Identify software designed to meet specific needs.</p>
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<p>Objective 7</p> <p>The student will be able to identify and solve basic software problems relevant to specific software applications.</p>	<ol style="list-style-type: none"> 1. Practice on solving software problems through application. 2. Lectures will be given on how to recognize and solve basic software problems. 	<p>Teacher observation</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Identify and solve basic software problems relevant to specific software applications</p>
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<p>Objective 8</p> <p>Student will be able to apply intermediate skills in utilizing word processing software such as:</p> <ol style="list-style-type: none"> 1. Bullets 2. Borders and shading 3. Tabs 4. Columns 5. Symbols 6. Using the thesaurus 7. Creating and formatting tables 8. Working with multiple windows 9. Manipulating graphics 10. Word Art 11. Formatting marks 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice. 2. Projects and assignments will be given that utilize the skills learned in the classroom. 	<p>Completion of graded assignments</p>	<p>Science and Technology Standards 3.7.7</p> <p>Section D. Apply Computer Software to Solve Specific Problems.</p> <p>Apply intermediate skills in utilizing word processing, database, and spreadsheet software.</p>
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