

# SALINE AREA SCHOOLS COURSE OUTCOMES

## COMPUTER TECHNOLOGY

7<sup>th</sup> GRADE

### **Keyboarding: (1-3 weeks training, ongoing practice)**

1. Students will memorize the keyboard .
2. Students will be able to type at least 20 wpm.

This would be evaluated by:

- Students would take a quiz at the starting of the class, and will set a goal for wpm (words per minute) by the end of the 12 weeks.
- Teacher would give a quiz on the layout of the keyboard.
- Teacher would have regular typing progress tests on a weekly basis.
- Teacher would track student's typing progress for an improvement grade.

### **Word Processing: (2 to 3 weeks intensive - ongoing practice)**

1. Recognize the format for a friendly letter.
2. Recognize a business letter- Block Style.
3. Format and type a report.
4. Cut and paste.
5. Copy and paste.
6. Insert and delete text .
7. Set margins.
8. Align - right, left and center.
9. Spell check and use the thesaurus.
10. Print.
11. Format and type a newsletter about themselves and school to their parents.

This will be evaluated by:

- Teacher will give an assignment/document in which students will utilize basic word processing functions to fix, change and print a correct document. This will be in the form of an individual student conference during the class period. The

students results will be documented on a matrix/graph which shows their level of skill (I can't do this/I Can Do With Help/ I Can Do This Without Help).

- Teacher will show how to format letters, newsletters and report. Students will produce a sample document from an example and an example they create on their own. They will be evaluated on completing this in a timely manner without spelling mistakes or formatting mistakes.

**Databases and Spreadsheets (1 to 2 weeks)**

1. Understand the application of databases and spreadsheets in the business/real world.
2. (In groups) design and utilize a simple database/spreadsheet to complete the M-n-M's assignment to gather information and create a report on it to share with the class.

This will be evaluated by:

- Teacher will evaluate this through a group self-evaluation in which the group creates a simple word processing report explaining what a database is and how it is used to gather knowledge and make predictions.

**Presentations: (1-2 weeks)**

1. Utilize PowerPoint to create a 7--10 slide presentation on a subject of their choice.
2. Gather information about their topic using the Internet.
3. Utilize slide sorter views.
4. Add or delete slides as needed.
5. Apply simple animations.
6. Apply simple transitions between slides.
7. Set up a slide show.

This will be evaluated by:

- Teacher will evaluate this using a matrix/graph of skill that was used in creating the PowerPoint presentation by utilizing GROUP feedback from other students in the class after a classroom viewing of the projects. Students will fill out a form that shows the level of skill the student showing the presentation has achieved.

**Internet/Email: (1-2 weeks intensive, ongoing)**

1. Understand the basic components of the Internet and how to access it (modem, email, Internet, World Wide Web, newsgroups, log on, log off, upload and download)

2. Conduct an effective search.
3. Work in a CHAT environment (controlled by the teacher/or in a teacher made chat room) to Show the rules of Netiquette.
4. Use the Internet for enjoyment.
5. Apply the use of letter writing skill to e-mail and write and send an e-mail message to another class, while copying the teacher.

### Computer Technology (Grade 7) – Page 3

Teacher will evaluate this by:

- Have students conduct an Internet Scavenger Hunt for information.
- Set up an environment for students to apply netiquette in a chat environment.
- Grade students on the completion of sending an e-mail message to another student.

### **Culminating Assignment**

1. Conduct a research assignment as a culminating project with students doing the following: Pair up with a student in another area.
2. Conducting searches for information on a subject.
3. Sharing the information via Email and Videoconferencing.
4. Creating a PowerPoint presentation with that student.
5. Uploading the PowerPoint presentation to a web site.

### **Hardware and Maintenance (1 day plus individual release from class to clean computers):**

1. Understand the basic maintenance of a computer.
2. Demonstrate how to clean a computer.
3. Apply the rules of cleaning a computer by cleaning other teacher's computers and printers in the building.

### **Portfolio**

1. Create an ongoing collection of their work in a portfolio to be put together for conferencing and as proof of skill in an area.
2. Ability to identify areas of weakness and strength in computers based on their portfolios.