Computers 7-8 Curriculum

Building: CJHS **Course: Computer Applications**				
Competency Group: Computer Skills				
Competency Description: Keyboarding, Word Processing, Desktop Publishing, Spreadsheet Software, Presentation Software, Email, Internet, Copyright, and Computer Coding				
Measurable Learner Objective **Students will:**	**Integrated Skills/ Crosscutting/ Cross-Curricular** **4 C's: Communication**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**
*Demonstrate proper keyboarding technique	NBEA IT.VI.L1	2	**Keyboarding Skills**	*Complete Speed Emphasis Section in Typing Software Program
*Demonstrate improvement in speed and accuracy of keyboarding skills.	NBEA IT.VI.L1	2		*Timed Writings will be scored based upon a grading scale. *Complete a speed emphasis section in typing software
*Apply touch numeric keypad skills	NBEA IT.VI.L1 NBEA IT.VI.L2-4	2		*Complete a numeric keypad section in typing software
*Use Keyboard Shortcuts	NBEA IT.VI.L2-4	2		*Shortcut Keys Activities *Shortcut Keys Quiz

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Measurable Learner Objective **Students will:**	**Integrated Skills/ Crosscutting/ Cross-Curricular** **ELA**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**
*Demonstrate correct use of word processing terminology		1, 2	**Word Processing and Desktop Publishing Skills**	Students create various assignments utilizing these word processing and desktop publishing skills.
*Create, save, and open documents	NBEA.Comm.I.D.L1	1		Word Modules
*Modify text within a document by moving and copying text	NBEA.Comm.I.D.L1	2		
*Apply Font Changes and document enhancement features (color, size, bold, italic, underline, format painter, bullets, lines, shading etc)	NBEA.Comm.I.D.L1	2, 3, 4		
*Change line spacing, margins, vertical and horizontal alignment	NBEA.Comm.I.D.L1	1, 2		
*Demonstrate multicolumn layout	NBEA.Comm.I.D.L1	1,2		Pet Brochure Assignment
*Apply software communication skills (thesaurus, word count, and spellcheck) *Identify Proofreader's Marks	NBEA Comm.I.D.L2	1, 2		Spelling and Thesaurus Activities Proofreader's Marks Activities
*Insert page numbers, headers and footers	NBEA.Comm.I.D.L1	1, 2		Word Modules, Publisher Unit, Google Drawing Units
*Create bullets and numbered lists	NBEA.Comm.I.D.L1	2		
*Insert Hyperlinks within a document	NBEA.Comm.I.D.L1	2		
*Insert graphics and edit them (resize, crop, enhance, and move them)	NBEA Comm.I.D.L3	2		
*Students will create the following business documents: Flyers, Business Letters, Reports (MLA Style), Tables, Brochures, and Menu	NBEA.Comm.I.D.L1	2, 3		

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Measurable Learner Objective **Students will :**	**Integrated Skills/ Crosscutting/ Cross-Curricular** **Math** **4 C's: Critical Thinking and Problem Solving**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**
*Demonstrate correct knowledge of spreadsheet terminology	NBEA.Comm.I.D.L1	1	Spreadsheet Unit	*Ranges Worksheet and Quiz *Excel Introduction Worksheet and diagram
*Use Spreadsheets to solve problems	NBEA.Comm.I.D.L1	4		*Spreadsheet Projects *Excel Modules *Google Sheets Projects
*Create and edit simple spreadsheets, utilize simple formula operators and functions (add, subtract, multiply, round, average and others)	NBEA.Comm.I.D.L1	2, 3, 4		
*Format cells, columns, and rows	NBEA.Comm.I.D.L1	2		
*Create charts and graphs	NBEA.Comm.I.D.L1	4		
Measurable Learner Objective **Students will:**	**Integrated Skills/ Crosscutting/ Cross-Curricular** **ELA** **4 C's: Communication**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**
*Demonstrate correct use of presentation software terminology.	NBEA.Comm.I.D.L1	1		*Various Presentation Projects utilizing these skills *Powerpoint Modules *Google Slides Projects
*Create, format and edit presentations using text, graphics, and transitions.	NBEA.Comm.I.D.L1 NBEA.Comm.IV.B.L2	4	Presentations	
*Enhance presentations using sound and animation.	NBEA.Comm.I.D.L1	3		

*Apply design and layout principles to presentations	NBEA.Comm.I.D.L1	3		
Measurable Learner Objective **Student will:**	**Integrated Skills/ Crosscutting/ Cross-Curricular** **ELA**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**
*Summarize how the internet works and uses for the internet	NBEA IT.IX.L3-4	2	**Internet and Copyright**	*Code.org videos and questions
*Analyze Internet Sources (i.e. credibility, reliability, date, source, author)	NBEA IT.II.L1-2	4		CARDDS activity
*Differentiate between a URL, Domain name, and IP Address.	NBEA IT.IX.L3-4	3		Addresses Worksheet
*Compare different search engines and effective searching techniques.	NBEA IT.II.L1-2 ISTE 3	2		Browser Comparison Activity
*Identify and follow copyright rules (e.g. public domain, licensing, creative commons etc)	NBEA IT.II.L1	1		Copyright Worksheet/Activity
*Identify what it means to display respectful, responsible, and safe digital citizenship	ISTE 2	1		Code.org Lesson/ Common Sense Media
Measurable Learner Objective Students will:	**Integrated Skills/ Crosscutting/ Cross-Curricular** **Math** **4 C's: Critical Thinking and Problem Solving**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**

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*Identify, use, navigate, and customize operating systems	NBEA IT.V.L1-2	1-2		Windows 10 Module
*Investigate how computers work and describe the components of a computer system	NBEA IT.IV.L1-2	3	**Coding and Computer Basics**	Kano Computer Kits
*Learn basic coding skills and apply them (object-oriented programming)	NBEA IT.XII.L1-2	4		Code.org hour of code and various other courses
Measurable Learner Objective **Students will:**	**Integrated Skills/ Crosscutting** **4 C's: Communication**	**DOK**	**Unit**	**Instructional Strategies/Student Activities/ Resources**
*Construct an email message using email software	NBEA COMM.D.L1	2	**Email and Digital Citizenship**	Gmail Assignment 1
*Modify the message and add font changes, hyperlinks, and an attachment.	NBEA COMM.D.L1	2		Gmail Assignment 2

INTEGRATED SKILLS/CROSSCUTTING SOURCE:

National Standards for Business Education:
IT: Information Technology
COMM: Communication

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ISTE Standards
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