

COMPUTER STUDIES GRADE 7

Course Description:	The seventh grade computer studies course provides students with the opportunity to master essential technology skills and concepts that are part of the Northern York County School District K-12 Technology Competencies which in turn are based upon the Pennsylvania Academic Standards and the National Educational Technology Standards.
<i>Grade Level:</i>	7
Length of Course:	Frequency: 2 days per 6 day cycle Duration: 42 minutes Length: full year course
Prerequisites:	Completing 6 th grade
Textbook:	none
Expected Level of Achievement	Students will be required to maintain a 70% or better. They will be required to come to class prepared to learn. 93-100% = A 85 – 92% = B 77 – 84% = C 70 – 76% = D Below 70% = F

Northern York County School District Curriculum

Course Name:	Seventh Grade Computer Studies
Content:	Basic Computer Operations and Concepts
Key Learning(s):	Core Concept: Understanding/Using/Applying Basic Technology Skills
Essential Question(s):	How do we use technology to perform basic tasks?
Vocabulary:	no new vocabulary
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.C	Explain and demonstrate basic computer operations and concepts	Students manage and organize their server space: <ul style="list-style-type: none"> • Create folders • Save to folders • Delete from folders 	Teacher inspection of student server space at start of the school year	The current network operating system (Novell) MS Windows operating system
3.7.7.C	Explain and demonstrate basic computer operations and concepts	Students continue to identify, analyze, and solve basic hardware and software problems	Teacher observation of students and, if necessary, assistance in solving any problem	MS Windows operating system Computer software The current network operating system (Novell)

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Course Name:	Seventh Grade Computer Studies
Content:	Basic Computer Operations and Concepts
Key Learning(s):	Core Concept: Learn proper keyboarding skills
Essential Question(s):	How do we use proper keyboarding technique to type rapidly and accurately?
Vocabulary:	No new vocabulary
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.C	Explain and demonstrate basic computer operations and concepts	Students review/practice/improve their touch-typing techniques <ul style="list-style-type: none"> • Posture and hand positioning • Type Home Row keys • Type using Shift keys • Type keys not on the home row using proper finger (home key territories) 	Direct teacher observation of students while they are keyboarding	Keyboarding programs Word processing software Timed writings
3.7.7.C	Explain and demonstrate basic computer operations and concepts	Students practice proper touch-typing to build greater speed and accuracy in preparation for eighth grade keyboarding assessment test	Keyboarding speed and accuracy tests given using a keyboarding program; Timed writings	Keyboarding programs Word processing software Timed writings

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Course Name:	Seventh Grade Computer Studies
Content:	Social and Ethical Issues
Key Learning(s):	Core Concept: Social Issues
Essential Question(s):	How do we use technology alone or in collaboration with others in a safe and responsible way?
Vocabulary:	cyber relationship; cyber stalking; grooming; ISP (internet service provider)
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
1.6.8.A	Listen to others	Students work cooperatively and collaboratively with others when using technology <ul style="list-style-type: none"> Assist other students who need help Share ideas on using computer software 	Teacher observation of students as they work independently or in groups using technology	Computer software
3.7.7.A	Describe the safe and appropriate use of tools, materials, and techniques to answer questions and solve problems	Students discuss and follow safe and responsible behaviors when using technology	Presentation, demonstration, discussion of safety issues Internet Safety test	Guest presenter Internet Teacher handouts

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Course Name:	Seventh Grade Computer Studies
Content:	Productivity Tools
Key Learning(s):	Core Concept: Drawing using a word processing program
Essential Question(s):	How do you use the drawing tools in a word processor to create original art or edit existing art in the program?
Vocabulary:	Pixels; vectors; drawing canvas; drawing toolbar; grouping and ungrouping objects; align and distribute objects; flip object; rotate object
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.D	Apply computer software to solve specific problems	Students review and use skills for editing and printing word processing documents	Word processing project or assignment	MS Word Internet Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students identify the drawing toolbar and use it to draw and color basic geometric shapes using: <ul style="list-style-type: none"> • Fill color • Line color • Line and arrow style • Shadow and 3D effects 	Students printout drawing practice files which are reviewed using a rubric	MS Word Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students modify/edit objects previously drawn by: <ul style="list-style-type: none"> • Moving and resizing • Rotating and flipping • Aligning and distributing • Grouping and ungrouping 	Students printout drawing practice files which are reviewed using a rubric	MS Word Teacher Handouts

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Course Name:	Seventh Grade Computer Studies
Content:	Productivity Tools
Key Learning(s):	Core Concept: Drawing using a word processing program
Essential Question(s):	How do you use the drawing tools in a word processor to create original art or edit existing art in the program?
Vocabulary:	Autoshapes; curve; freeform; scribble; edit points; order of objects
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.D	Apply computer software to solve specific problems	Students use the Autoshapes menu to <ul style="list-style-type: none"> • Draw an Autoshape • Edit points for specific Autoshapes 	Students printout drawing practice files which are reviewed using a rubric	MS Word Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students see how objects in a drawing are layered and use the concept of layering in their own drawing	Students printout drawing practice files which is reviewed using a rubric	MS Word Internet Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students modify existing clip art by ungrouping and recoloring it; and then regrouping to create a different piece of clip art	Students printout drawing practice files which are reviewed using a rubric	MS Word Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students demonstrate drawing skills by creating an original drawing	Student created drawing project graded by using a rubric	MS Word Teacher Handouts

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Course Name:	Seventh Grade Computer Studies
Content:	Productivity Tools
Key Learning(s):	Core Concept: Using a spreadsheet program
Essential Question(s):	How can you use a spreadsheet to organize and analyze data?
Vocabulary:	Spreadsheet; row; column; cells; cell names; active cell; number formats; cell shading;
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.D	Apply computer software to solve specific problems	Students create spreadsheet files, enter information into cells, and edit cell information	Student created spreadsheets graded by using a rubric	MS Excel Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students format spreadsheet cells and information within the cells including: <ul style="list-style-type: none"> • Setting text alignment • Using number formats • Font size and style • Drawing cell borders • Using cell shading • Row Height and Column width • Etc. 	Student created spreadsheets graded by using a rubric	MS Excel Teacher Handouts

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Course Name:	Seventh Grade Computer Studies
Content:	Productivity Tools
Key Learning(s):	Core Concept: Using a spreadsheet program
Essential Question(s):	How can you use a spreadsheet to organize and analyze data?
Vocabulary:	Chart wizard; legend; formula; Excel arithmetic symbols (+-*/); functions; cell range; autosum (Σ); insert function (f_x)
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.D	Apply computer software to solve specific problems	Students create different charts for selected data using the chart wizard	Student created spreadsheets and charts graded by using a rubric	MS Excel Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students format chart objects including: <ul style="list-style-type: none"> • Chart axes • Chart legends • Chart title • Chart data series • Chart scale 	Student created spreadsheets and charts graded by using a rubric	MS Excel Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students use spreadsheet formulas and functions to calculate cell values	Student created spreadsheets graded by using a rubric	MS Excel Teacher Handouts

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Course Name:	Seventh Grade Computer Studies
Content:	Productivity Tools
Key Learning(s):	Core Concept: Using a spreadsheet program
Essential Question(s):	How can you use a spreadsheet to organize and analyze data?
Vocabulary:	Autofill handle; relative copying; absolute copying; absolute reference
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.D	Apply computer software to solve specific problems	Students copy and paste spreadsheet data using both absolute and relative cell references	Student created spreadsheets graded by using a rubric	MS Excel Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students use necessary spreadsheet terminology when discussing spreadsheets	Discussion of terms as skills are taught Vocabulary quiz/test	MS Excel Teacher Handouts Teacher created quiz
3.7.7.D	Apply computer software to solve specific problems	Students demonstrate their spreadsheet skills	Spreadsheet project graded using a rubric and/or final spreadsheet test	MS Excel Teacher Handouts Teacher created test Student spreadsheet project

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Course Name:	Seventh Grade Computer Studies
Content:	Productivity Tools
Key Learning(s):	Core Concept: Desktop Publishing
Essential Question(s):	How do you use desktop publishing software to create different types of publications?
Vocabulary	Desktop publishing; layout; font scheme; color scheme; autofit; drop cap; order of objects
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
3.7.7.D	Apply computer software to solve specific problems	Students use desktop publishing wizards to create a document that meets their needs	Student created short publication graded by using a rubric	MS Publisher Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students edit a desktop publishing document by adding and deleting text frames	Student created short publication graded by using a rubric	MS Publisher Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students edit a desktop publishing document by adding and deleting graphic objects	Student created short publication graded by using a rubric	MS Publisher Teacher Handouts
3.7.7.D	Apply computer software to solve specific problems	Students demonstrate their desktop publishing skills by creating a document that meets specific requirements	Desktop publishing project graded by using a rubric	MS Publisher Teacher Handouts Student DP project

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Course Name:	Seventh Grade Computer Studies
Content:	Technology Research Tools
Key Learning(s):	Core Concept: Using online reference tools
Essential Question(s):	How do you use tools online to find information and media that you need?
Vocabulary:	no new vocabulary
Grade Level:	7

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
1.8.8.B & 3.7.7.E	Locate information using appropriate sources and strategies Explain basic computer communication systems	Students use keywords to effectively search online databases to find information and media that they need.	Teacher observes and assists students as they gather information online for projects or assignments; Students complete a scavenger hunt or web-quest	NYCSD Resource Link Other Internet Sites and search engines