



# **Pine Grove Area**

## SCHOOL DISTRICT

**Business, Computer, & Information Technology**

**7<sup>th</sup> Grade Computer Technology**

**September 18, 2008**

### **I. PHILOSOPHY**

The seventh grade Computer Technology course of the Pine Grove Area School District has been structured to instruct students on Computer terminology, computer ethics and ergonomics, and skills using the Microsoft Office Suite. This course is also designed to reinforce proper keyboarding technique with an emphasis in touch-typing accuracy. The course will allow for the accommodation of many learning styles, motivational levels, and academic abilities.

## CORE CONCEPTS

1. **Impact on Society**- Ability to determine the impact of information technology in a global society.
2. **Hardware**- Ability to describe current and emerging hardware and configure, install and upgrade various hardware.
3. **Operating Systems & Utilities**- Ability to identify, use, and customize various types of operating systems and utility programs.
4. **Input Technology**-Ability to use various input technologies to enter data appropriately.
5. **Productivity Software**- Ability to identify and use various productivity software.
6. **Interactive Multimedia**- Ability to use multimedia software to create media rich products.
7. **Information Retrieval** - Ability to gather, evaluate, and cite information from technology sources.
8. **Security, Privacy, & Risk Management**- Ability to explain the risks and dangers of sharing personal information and online predators.
9. **Information Technology Careers**- Ability to identify various positions and career paths in information technology.

### III. COURSE OF STUDY

A. Course Name: *Computer Technology*

B. Grade Level: Grade 7

C. Length of Course:

1. Frequency: Two 15-day cycles per school year

2. Duration: *42 minutes*

D. Academic Level: Grade 7

E. Credits: None

F. Prerequisites: None

G. Course Description:

*7<sup>th</sup> Grade Computer Technology will reinforce proper keyboarding techniques with a strong focus on accuracy. Students will be instructed on various computer concepts and software applications with a focus in the Microsoft Office Suite.*

**IV. CONTENT: BCIT- Grade 7**

**CORE CONCEPT 1: Impact on Society**

**MAJOR OBJECTIVE:** Ability to determine the impact of information technology in a global society.

**CURRICULUM STANDARD:**

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard</b>  <b>I. Impact on Society</b></p> <p>Access the impact of information technology in a global society.</p>	<p>Teacher will guide students to:</p> <p>Identify the impact of information technologies on the environment and society-both positive and negative.</p> <p>Describe how information technology changes approaches toward work, family, school, and other cultures.</p> <p>Utilize technology to achieve academic success.</p>	<p>Teacher evaluation of:</p> <p>Technology Usage Video</p> <p>Worksheets</p> <p>Classroom Discussion</p> <p>Guided notes</p> <p>PSSA Test preparation program</p>	<p>Computer</p> <p>Projector</p> <p>Internet Access</p> <p>Worksheets</p> <p>Answer Keys</p> <p>Instructor Generated Resources</p>

**CONTENT: BCIT- Grade 7**

**CORE CONCEPT 2: Hardware**

**MAJOR OBJECTIVE:** Ability to describe current and emerging hardware and configure, install and upgrade various hardware.

<b>CURRICULUM STANDARD:</b>			
National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard</b>  <b>II. Hardware</b></p> <p>Describe current and emerging hardware; configure, install, and upgrade hardware; diagnose problems; and repair hardware.</p>	<p>Teacher will guide students to:</p> <p>Identify hardware devices appropriate for specific tasks.</p> <p>Identify examples of emerging hardware technologies.</p> <p>Describe relationships between hardware components and supportive software.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Hardware demo</p> <p>Classroom discussion</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>Internet Access</p> <p>Projector</p> <p>Instructor Generated Resources</p> <p>Guides Notes</p> <p>Answer Keys</p> <p>Rubric</p>

**CONTENT: BCIT- Grade 7**

**CORE CONCEPT 3: Operating Systems & Utilities**

**MAJOR OBJECTIVE:** Ability to identify, use, and customize various types of operating systems and utility programs.

<b>CURRICULUM STANDARD:</b>			
National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard</b>  <b>III. Operating Systems &amp; Utilities</b></p> <p>Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems and utilities.</p>	<p>Teacher will guide students to:</p> <p>Navigate the basic Microsoft Windows operating system.</p> <p>Describe features of operating systems that can be personalized.</p> <p>Describe various types of operating systems and utilities.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom Demonstrations</p> <p>Classroom Discussion</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>Projector</p> <p>Software</p> <p>Guided Notes</p> <p>Answer Keys</p> <p>Instructor Generated Resources</p>

CONTENT: BCIT- Grade 7

**CORE CONCEPT 4: Input Technology**

**MAJOR OBJECTIVE:** Ability to use various input technologies to enter data appropriately.

**CURRICULUM STANDARD:**

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard</b> <b>IV. Input Technology</b></p> <p>Use various input technologies to enter and manipulate information appropriately.</p>	<p>Teacher will guide students to:</p> <p>Develop proper input techniques (e.g., keyboarding, 10-key touch pad, scanning, speech recognition, digital linking, digital cameras, student response systems, and the use of a touch screen, mouse, or stylus).</p> <p>Describe ergonomic issues related to input technologies.</p> <p>Demonstrate proper safety techniques using input technologies.</p> <p>Compose documents using a variety of input technologies.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>Typing Software</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

**CONTENT: BCIT- Grade 7**

**CORE CONCEPT 5: Productivity Software**

**MAJOR OBJECTIVE:** Ability to identify and use various productivity software.

**CURRICULUM STANDARD:**

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard</b> <b>V. Productivity Software</b></p> <p>Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.</p>	<p>Teacher will guide students to:</p> <p>Identify productivity software appropriate for specific tasks.</p> <p>Use productivity software to create documents, research topics and take notes, categorize data, and perform calculations to improve academic achievement across the curriculum.</p> <p>Prepare projects that include a variety of media and incorporate other content areas.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

**CONTENT: BCIT- Grade 7**

**CORE CONCEPT 6: Interactive Multimedia**

**MAJOR OBJECTIVE:** Ability to use multimedia software to create media rich products.

**CURRICULUM STANDARD:**

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard</b> <b>VI. Interactive Multimedia</b></p> <p>Use multimedia software to create media rich projects.</p>	<p>Teacher will guide students to:</p> <p>Apply multimedia software appropriate for specific tasks.</p> <p>Use multimedia software to create projects to enhance academic achievement across the curriculum.</p> <p>Create multimedia projects collaboratively.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

**CONTENT: BCIT- Grade 7**

**CORE CONCEPT 7: Information Retrieval**

**MAJOR OBJECTIVE:** Ability to gather, evaluate, and cite information from technology sources.

**CURRICULUM STANDARD:**

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard VIII. Information Retrieval</b></p> <p>Gather, evaluate, use, cite, and disseminate information from technology sources.</p>	<p>Teacher will guide students to:</p> <p>Evaluate the credibility of information sources</p> <p>Cite sources of all types of data.</p> <p>Use a wide variety of information technology resources to retrieve information.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p> <p>MLA Handbook</p>

**CONTENT: BCIT- Grade 7**

**CORE CONCEPT 8: Security, Privacy, and Risk Management**

**MAJOR OBJECTIVE:** Ability to explain the risks and dangers of sharing personal information and online predators.

**CURRICULUM STANDARD:**

National Business Education Standard/Student Expectation	Specific Content	Assessments	Resources/Materials
<p><b>NBEA Standard XIV. Security, Privacy, and Risk Management</b></p> <p>Design and implement security, privacy, and risk management policies and procedures for information technology.</p>	<p>Teacher will guide students to:</p> <p>Explain the risks and dangers of sharing personal information.</p> <p>Adhere to privacy, safety and security policies along with district acceptable use policy, web page policies, and student photo policies.</p>	<p>Teacher evaluation of:</p> <p>Guided notes completion</p> <p>Classroom discussion</p> <p>Student performance</p> <p>Teacher observation</p> <p>Independent activities</p> <p>Quizzes</p> <p>Tests</p>	<p>Computer</p> <p>MS Office Software</p> <p>Printer</p> <p>Supplemental Materials</p> <p>Online Resources</p> <p>Handouts</p> <p>Teacher generated resources</p>

**V. EXPECTED LEVELS OF ACHIEVEMENT**

A. Students are expected to reach the seventh grade level of Information Technology. These skills include all of those noted in the specific content area of this curriculum.

B. Grading system for all seventh grade technology classes is as follows:

<b>Grading Scale</b>		
A	90%- 100%	Excellent
B	80%- 89%	Above Average
C	70%-79%	Average
D	60%-69%	Passing
F	0%-59%	Failure

C. Each student's grade will be determined at the conclusion of each marking period.