

East Penn School District  
Secondary Curriculum

A Planned Course Statement  
for

**Computers**

Course # 7CP

Grade(s) Seventh

Department: Computer & Business Applications

Length of Period (mins.) 40

Total Clock Hours: 40

Periods per Cycle: 6

Length of Course (yrs.) 0.33

Type of Offering:  required  elective

Credit: 0.33

Adopted: 6/8/09

Developed by:

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## Description of Course

Course Title:  
Computers

### Description:

This course will provide students with the knowledge required to use word processing, presentation, desktop publishing and spreadsheet software programs. In addition, effective Internet research skills will be expanded.

### Goals:

Students will create:

- Word Processing Documents
- Presentations
- Spreadsheets
- Publications

Requirements:  
NA

### Text:

Schultz, Jacqueline, and Linda Wooldridge. Check Microsoft Office 2007. New York: Glencoe/McGraw-Hill, 2009.

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### Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

Unit	Num	Objective	Level	Content	Evaluation	Standard
<b>I- Word Processing Software</b>	1	Formatting a document. <ul style="list-style-type: none"> <li>• Set margins</li> <li>• Tabs</li> <li>• Font style</li> <li>• Bulleted lists</li> <li>• Page Setup</li> <li>• Cut, Copy, Paste</li> <li>• Format Painter</li> <li>• Spell Check</li> <li>• Header and Footer</li> <li>• ClipArt</li> <li>• Borders and Shading</li> <li>• WordArt</li> </ul>	R	<ul style="list-style-type: none"> <li>• Textbook Illustrations</li> <li>• Handout Illustrations</li> <li>• Classroom Discussions</li> <li>• Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Completion of Activities</li> <li>• Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	2	Templates <ul style="list-style-type: none"> <li>• Letters</li> <li>• Memorandums</li> <li>• Webpage</li> <li>• Brochure</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>• Textbook Illustrations</li> <li>• Handout Illustrations</li> <li>• Classroom Discussions</li> <li>• Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Completion of Activities</li> <li>• Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	3	Tabs <ul style="list-style-type: none"> <li>• Setting</li> <li>• Moving</li> <li>• Deleting</li> <li>• Changing type of tab</li> <li>• Using Tab window</li> <li>• Using Ruler</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>• Textbook Illustrations</li> <li>• Handout Illustrations</li> <li>• Classroom Discussions</li> <li>• Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Completion of Activities</li> <li>• Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	4	Tables <ul style="list-style-type: none"> <li>• Creating</li> <li>• Adding/Deleting Rows/Columns</li> <li>• Borders and Shading</li> <li>• Draw a table</li> <li>• Merge Cells</li> <li>• Change Row Height</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>• Textbook Illustrations</li> <li>• Handout Illustrations</li> <li>• Classroom Discussions</li> <li>• Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Completion of Activities</li> <li>• Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	5	MLA Style Report <ul style="list-style-type: none"> <li>• Writing Rules</li> <li>• Title Page</li> <li>• Table of Contents</li> <li>• Parenthetical Documentation</li> <li>• Works Cited</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>• Textbook Illustrations</li> <li>• Handout Illustrations</li> <li>• Classroom Discussions</li> <li>• Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> <li>• Completion of Activities</li> <li>• Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
<b>II- Spreadsheet</b>	6	Identifying Parts of Spreadsheets	A,L	<ul style="list-style-type: none"> <li>• Textbook Illustrations</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Observation</li> </ul>	3.7.7 C

Unit	Num	Objective	Level	Content	Evaluation	Standard
Software				<ul style="list-style-type: none"> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	
	7	Formatting Features <ul style="list-style-type: none"> <li>Font Styles</li> <li>Use of Color on worksheet tabs and cells</li> <li>Shading</li> <li>Merge and Center</li> <li>Conditional Formatting</li> <li>Headers/footers</li> <li>Adjust column width and row height</li> <li>Insert clipart and word art</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	8	Formulas <ul style="list-style-type: none"> <li>Individual created</li> <li>Program specific created               <ul style="list-style-type: none"> <li>AutoSum</li> <li>Average</li> <li>Minimum</li> <li>Maximum</li> </ul> </li> <li>Fill command</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	9	Charts <ul style="list-style-type: none"> <li>Chart Wizard</li> <li>Edit chart formats</li> <li>Change chart type</li> <li>Embedded chart vs. chart sheet</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
III- Presentation Software	10	Identifying the parts of the presentation software screen	A,L	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C
	11	Create a new presentation <ul style="list-style-type: none"> <li>Apply a design template</li> <li>Select a slide layout</li> <li>Add slides</li> <li>Add, edit, and format text</li> <li>Insert clipart and word art</li> <li>Delete, Copy, and rearrange slides</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D

Unit	Num	Objective	Level	Content	Evaluation	Standard
	12	Navigate through a presentation and views	A,L	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C
	13	Open, modify, and save an existing presentation	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	14	Enhance presentations Slide transitions Custom animation Effects Sound clips Hyperlinks Action Buttons Entering and Editing a video	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	15	Slide show presentation	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	16	Print <ul style="list-style-type: none"> <li>Slides</li> <li>Handouts</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
<b>IV-Publication Software</b>	17	Identifying the parts of the publication software screen	A,L	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C 3.7.7 D
	18	Create a publication using a wizard <ul style="list-style-type: none"> <li>Brochure</li> <li>Flyer</li> <li>Newsletter</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C, 3.7.7 D
	19	Design a publication <ul style="list-style-type: none"> <li>Replace the text</li> <li>Delete frames</li> <li>Insert text and picture frames</li> <li>Insert clipart and word art</li> </ul>	A,L,U	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> <li>Classroom Discussions</li> <li>Student Use of Computer</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> <li>Oral Questions</li> </ul>	3.7.7 C, 3.7.7 D
<b>V-Internet Integration</b>	20	Research techniques. <ul style="list-style-type: none"> <li>Use of Boolean Modifiers</li> </ul>	R	<ul style="list-style-type: none"> <li>Textbook Illustrations</li> <li>Handout Illustrations</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Observation</li> <li>Completion of Activities</li> </ul>	3.7.7 E

