

WAYNESBORO AREA SCHOOL DISTRICT CURRICULUM

| COURSE NAME: Computer Applications 7 | | | | | | |
|---|--|----------------------|--|--|--|---|
| UNIT: Microsoft Word | | | | | NO. OF DAYS: 3 | |
| KEY LEARNING(S): Word Basics; Create and Format Word Documents,(including letter and report) | | | | | | |
| UNIT ESSENTIAL QUESTIONS: How do we use technology to communicate? | | | | | | |
| COMPETENCY: Students will be able to create, format, and manage documents to collaborate with others. | | | | | | |
| STANDARD | CONCEPTS Eligible Content & Skills | # OF DAYS | ESSENTIAL QUESTIONS A = Acquisition ET = Extended Thinking | RESOURCES/ MATERIALS | TIER 2 VOCABULARY | TIER 3 VOCABULARY |
| <p>3.4.7.A1: Explain how technology is closely linked to creativity, which has resulted in innovation and invention.</p> <p>15.4.12A: Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>15.4.12L: Find and use primary documentation; employ an accepted protocol for citation.</p> <p>15.4.12.M: Evaluate the impact of emerging technologies on</p> | <p>Identify parts of the Word Screen</p> <p>Name and save a document</p> <p>Edit text</p> <p>Print a document</p> <p>Close a document</p> <p>Set margins</p> <p>Align paragraphs</p> <p>Create a business letter</p> | 3 | <p>What are the pros and cons of typing text into a document?</p> <p>What would happen if you don't save documents?</p> <p>How would you save documents so you can find them later?</p> <p>What could happen if you change the formatting in a document?</p> <p>Why do you</p> | <p>Computer</p> <p>Projector</p> <p>Vision Software</p> <p>Lesson Handout</p> <p>Student files</p> <p>Paper</p> <p>Printer</p> | <ul style="list-style-type: none"> • Button • Command • Dialog box • Document • Edit • Folder • Group • Pointer • Ribbon • Tab • Alignment • Character • Formatting • Margin • Business Letter • Clipboard • Copy • Cut • Drag • Paste • Bibliography • Report • Word Count • Salutation | <ul style="list-style-type: none"> • Cursor • Insertion point • QuickAccess Toolbar • Screen Tip • Scroll bar • Status bar • Title bar • Font • Font style • Typeface |

| | | | | | |
|---|--|--|--|--|--|
| <p>various career paths and provide examples of industry certifications within the field.</p> | <p>Cut, paste, copy, and move text</p> <p>Use the Thesaurus</p> <p>Use the Research tools</p> <p>Check spelling and grammar</p> <p>Format an academic report</p> <p>Insert page numbers</p> <p>Key documents in correct layout</p> <p>Paragraph Development</p> <p>Write a valid argument</p> <p>Career Research</p> | <p>feel there should be consistent formatting in a document?</p> <p>Why do we need business letters?</p> <p>Why are editing and revising necessary when writing business letters?</p> <p>What would happen if you did not correctly give credit for information in a report?</p> <p>How does Word help you when keying a report?</p> | | <ul style="list-style-type: none"> • Complimentary Close • Return Address • Inside Address • Body • MLA Report • Heading • Title • Academic Report • Citation • Bibliography | |
|---|--|--|--|--|--|

| | | |
|---|-----------------------|--|
| COURSE NAME: Computer Applications 7 | | |
| UNIT: Marketing | NO. OF DAYS: 4 | |
| KEY LEARNING(S): Learning to define logo and brand as well as establish own "brand" | | |
| UNIT ESSENTIAL QUESTIONS: What are the essential elements that help a business/person succeed? | | |

COMPETENCY: Students will be able to define logo and brand
Identify businesses by logos and brands
Create Prezi presentation of own brand

| STANDARD | CONCEPTS Eligible Content & Skills | # OF DAYS | ESSENTIAL QUESTIONS A = Acquisition ET = Extended Thinking | RESOURCES/ MATERIALS | TIER 2 VOCABULARY | TIER 3 VOCABULARY |
|---|--|--------------|---|--|---|-------------------|
| 3.4.8.E6 Analyze the steps involved in the manufacturing process 13.4.8.C Identify and describe the basic components of a business plan 15.9.8.K Explain the components of a marketing plan | Importance of acquiring personal insight into one's own abilities, strengths, and weaknesses | 4 | Why is planning important to success? How can entrepreneurial character traits influence career opportunities and success? | Computer Projector Vision Software Lesson Handout | <ul style="list-style-type: none"> • Typography • Resolution • Color Theory • Branding • Technique | • |

COURSE NAME: Computer Applications 7

UNIT: Desktop Publishing

NO. OF DAYS: 5

KEY LEARNING(S): Learning design elements, balance, and purpose for an advertising document

UNIT ESSENTIAL QUESTIONS: What are the essential elements of a desktop publishing document

COMPETENCY: All students will be able to:

- Start and quit desktop publishing program
- Describe the desktop publishing window
- Create a document
- Replace Publisher template text
- Edit a synchronized object
- Delete objects
- Check spelling
- Save a publication
- Replace a graphic
- Open and modify a publication

| STANDARD | CONCEPTS Eligible | # OF DAYS | ESSENTIAL QUESTIONS | RESOURCES/ MATERIALS | TIER 2 VOCABULARY | TIER 3 VOCABULARY |
|----------|----------------------|--------------|------------------------|-------------------------|-------------------|-------------------|
|----------|----------------------|--------------|------------------------|-------------------------|-------------------|-------------------|

| | Content & Skills | | A = Acquisition ET = Extended Thinking | | | |
|--|--|----------|---|--|--|---|
| <p>15.4.12.A: Apply the creative and productive use of emerging technologies for educational and personal success.</p> <p>15.4.12. E: Analyze the different operating systems and recommend the appropriate system for specific user needs.</p> <p>15.4.12.G: Create an advanced digital project using sophisticated design and appropriate software/applications.</p> <p>15.4.12. M: Evaluate the impact of emerging technologies on various career paths and provide examples of industry certifications within the field.</p> | <p>Identify parts of the desktop publishing screen</p> <p>Open and close documents</p> <p>Name and save a document</p> <p>Insert and edit elements</p> <p>Use Cut, Copy, and Paste</p> <p>Use the tools to modify the elements to meet needs</p> <p>Change font, font size, font style, and font color</p> | 6 | <p>What could happen if you change the formatting in a document?</p> <p>Why do you feel there should be consistent formatting in a document?</p> <p>Why do we need business advertisements?</p> <p>Why are editing and revising necessary when creating business documents?</p> | <p>Computer Projector Vision Software Lesson Handout</p> | <ul style="list-style-type: none"> • Layering • Handles • Crop • Complementary Colors • Watermark • Copyright • Resizing • Clipboard • Cut • Copy • Paste • Edit • Horizontal • Vertical • Elements | <ul style="list-style-type: none"> • Desktop Publishing • |

COURSE NAME: Computer Applications 7

UNIT: OzoBot

NO. OF DAYS: 12

KEY LEARNING(S): Programming, Problem Solving, Trial and Error, Creativity

UNIT ESSENTIAL QUESTIONS: How to I program the Evo to complete a task and then transfer that knowledge to other classes?

| COMPETENCY: Students will be able to program the Evo through a scene (ex: farm, circus, park, city) and use the program lines as the 'road' | | | | | | |
|---|--|------------------|---|---|--|--|
| STANDARD | CONCEPTS Eligible Content & Skills | # OF DAYS | ESSENTIAL QUESTIONS A = Acquisition ET = Extended Thinking | RESOURCES/MATERIALS | TIER 2 VOCABULARY | TIER 3 VOCABULARY |
| <p>15.4.8.D Create projects using emerging input technologies.</p> <p>15.4.8.M Explore and describe how emerging technologies are used across different career paths.</p> | <p>Identify parts of the bot</p> <p>Work with the colors to program action of bot</p> <p>Work with simple courses and experimentation of bot</p> <p>Create 3-D visual of course with various coding requirements</p> | 12 | <p>How can computing and the use of computational tools foster creative expression?</p> <p>How does computing enhance human communication, interaction, and cognition?</p> <p>How are programs developed to help people, organizations or society solve problems?</p> | <p>Computer Projector/Promethean Board Bots Paper Markers</p> | <ul style="list-style-type: none"> • Binary • Bot • Call • Function • Variable • Code • Command • Conditionals • Define • Event • Iteration • Loop • Output • Pattern Matching • Program • Programming • Repeat | <ul style="list-style-type: none"> • Block-based programming language • Computational Thinking • Computer Science • Debugging • For Loop • Function Call • Function Definition • If-Statement • Run Program • While Loop |
| COURSE NAME: Computer Applications 7 | | | | | | |
| UNIT: PowerPoint | | | | | NO. OF DAYS: 4 | |

| KEY LEARNING(S): PowerPoint Basics, Create Content and Collaborate, Format Content, Manage a Presentation | | | | | | |
|---|--|------------------|---|-------------------------------------|---|--|
| UNIT ESSENTIAL QUESTIONS: What are the requirements of effective visual presentations? | | | | | | |
| COMPETENCY: Students will be able to create and manage presentations | | | | | | |
| STANDARD | CONCEPTS Eligible Content & Skills | # OF DAYS | ESSENTIAL QUESTIONS A = Acquisition ET = Extended Thinking | RESOURCES/MATERIALS | TIER 2 VOCABULARY | TIER 3 VOCABULARY |
| 15.3.12.G: Employ appropriate presentation skills to lead discussions and team activities. Reference English Language Arts CC.1.5.11-12.A 15.3.12.H: Evaluate presentations for language, proper techniques and media choices. Reference English Language Arts CC.1.5.11-12.C, CC.111-12.E 15.4.12.A: Apply the | Identify parts of the PowerPoint screen Work with the Ribbon, tabs, and groups Open an existing presentation Insert and edit text on slides Start and run slide shows Use themes Insert Clip Art, pictures, shapes, and WordArt Use Spelling Checker and Thesaurus Customize slide backgrounds Modify slide | 4 | How do you add emphasis to key points or concepts? How and why do people share information? Why is visual design important to a presentation? Technology aside, what enhances a PowerPoint presentation? | Computer Projector/Promethean Board | <ul style="list-style-type: none"> • Button • Command • Presentation • Slide • Tab • Group • Ribbon • Cut • Theme • Thesaurus • Content • Paste • Copy • Alignment • Animation • Background • Formatting • Slide Layout • Color Scheme • Transition • Font | <ul style="list-style-type: none"> • Placeholder • Screen Tip • Scroll Bar • Cursor • Quick Access Toolbar (QAT) • Title Bar • Clip Art • Wordart • Contextual Tab • Font Style • Gradient • Typeface • Print Preview |

| | | | | | | |
|--|---|--|--|--|--|--|
| creative and productive use of emerging technologies for educational and personal success. | layouts, fonts, and text Modify and add effects to pictures, shapes, and graphics Apply animation and transition effects Add, delete, and rearrange slides | | | | | |
|--|---|--|--|--|--|--|