



Caledonia Community Schools Seventh Grade Instructional Technology Curriculum 2000/2001

Prerequisites: All K-6th grade technology curriculum skills

Standard One : Basic Operations and Concepts:

1. Students will gain a sound understanding of the operations of technology systems and terminology.
2. Students will demonstrate proficiency in the use of technology.

___ Will continue to demonstrate proficiency in use of technology equipment

___ Continue work with more than one program at a time (Multitasking)

___ Continue use of quick keys (**⌘ + S Save** **⌘ + P = Print** **⌘ + O = Open** **⌘ + Z = Undo** **⌘ + U = Underline**
⌘ + I = Italic **⌘ + B= Bold** **⌘ + C = Copy** **⌘ + V = Paste**

Networking Skills:

___ Can log on and off the network

___ Can open a program or document on network

___ Can access,save and retrieve a document from your personal folder

Keyboarding Skills:

___ Continued training in touch typing will occur in computer application classes

___ Reinforcement of proper keyboarding will be encouraged in all areas of the curriculum using technology
(Including encouraging the use of proper posture, hands curved on keyboard, not looking at hands and touch typing)

___ Will be encouraged to practice keyboarding skills in free time

___ Continue to show improvement on 20 WPM (2 minute timing in Computer application classes))

Standard Two: Social, Ethical, and Human Issues

1. Students will understand privacy,copyright, licensing and intellectual property issues and their responsibility.
2. Students will practice responsible use of hardware,software and information.

___ Be responsible for and take care of technology equipment

In Labs at end of sessions :

1. Go to Finder
2. Save work
3. Quit all programs
4. Log off network
5. Launcher should be visible
6. Keyboard returned to front position
7. Chair pushed in

___ Sign and follow the Caledonia District Acceptable Use Policy

___ Use appropriate names when saving work

___ Respect the privacy of other's work/files

___ Use his/her appropriate password correctly

___ Responsible use of all research tools including internet & CDROM

___ Do not plagiarize work. (Papers must be in your own words.)

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Standard Two: Social, Ethical, and Human Issues con't

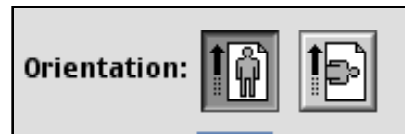
- ___ Understand the importance of password security
- ___ Does not plagiarize information (Put into own words)

Standard Three: Productivity Tools

1. Students will learn and use productivity tools to enhance learning, increase productivity and promote creativity.
2. These will include such tools as word processing, database, spreadsheet, multimedia programs and presentation programs.

Word Processing Skills:

- ___ Continue to improve Word Processing skills in everyday work
- ___ Can copy and paste between documents
- ___ Can format a title page (See format in student handbook)
- ___ Can use templates as needed
- ___ Continue to set tabs and margins as needed
- ___ Continue to use justification (center, left and right)
- ___ Can change page orientation from portrait to landscape



Drawing/Paint Program Skills:

- ___ Continue to use and improve skills used in earlier grades
- ___ Can insert pictures/graphics from multiple resources into documents (Keep picture size under 300K for one picture. If multiple pictures try to keep size under 150K each)
- ___ Can adjust picture size

Spreadsheet Skills:

- ___ Can create spreadsheets with cells, columns and data
- ___ Can use fill down and across
- ___ Can use simple formulas
- ___ Can change column width and height
- ___ Can sort data
- ___ Can insert and delete rows and columns
- ___ Can prepare and modify a chart from data
- ___ Can print a spreadsheet

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Multimedia/Presentation Skills: (Can select a multimedia tool to support a curriculum project)
Hyperstudio

- Can continue to Create a stack using a text field, button, cards and links to support curriculum projects
- Can develop a stack for a project independently

Appleworks Slide Show Skills:

- Can prepare a slide show using text and graphics
- Can organize, arrange, and present informational slide show

Standard Four: Tools for Communication and Research

1. Students will locate, evaluate and gather information, communicate, collaborate, publish and share projects using a variety of sources include the internet and CD Roms.
2. Students will apply strategies to access the credibility of information sources.

Internet skills:

- Can connect to the internet
- Can browse the webs using links correctly
- Can use search engines for research including text and pictures for reports
- Can copy or save an image
- Can evaluate a site for relevant information and accuracy
- Can record document source for bibliography

Information strategies:

- Can select the correct source/sources for pertinent information for a given project
- Can continue to use the electronic Card catalog program to find books
- Can use the Mois system as needed in Careers Exploratory
- Can use a technology tool to demonstrate curriculum knowledge learned

7th Grade students should have completed the following:

1. 4 or more word processing projects/papers such as journals, letters, spelling practice or reports
2. At least one spreadsheet activity
3. At least one multimedia project either hyperstudio or slide show
4. Used the internet and search engine for a research project

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Sample Seventh Grade Learning Activities Using software/CD's

Subject	Activity/Activities	Software Program
Social Studies	Klondike Research	Internet- http://yukonalaska.com/klondike/index.html or http://www.wshs.org/text/klondike/index.htm
Social Studies	Travel brochure	Internet, Appleworks 3 column template , scanner
Social Studies	Asia Quest	Internet - http://quest.classroom.com/welcome.asp
Social Studies	Biography maker	Internet - http://www.bham.wednet.edu/bio/biomaker.htm
Social Studies	Road to Liberty Information report	Internet- http://www.pbs.org/ktca/liberty/
Social Studies	Who Am I Explorer	Internet - Appleworks
Social Studies	Africa Quest	Internet- http://quest.classroom.com/welcome.asp
Social Studies	African Safari	http://www.caledonia.k12.mi.us/middleschool/cmslibrary/Grade%20units/grade_units.htm
Social Studies	Simulation of geographical process	Sim Earth
Social Studies	Geography review	http://www.nationalgeographic.com/geobee/
Science	Daily weather report	Internet - Http://www.nws.noaa.gov or weather unit on CMS Library page
Science	Calculating weather data	Appleworks spreadsheet
Science	Weather brochure	Appleworks, internet, scanner
Math	Recalls Multiplication facts to 10	Number Munchers Multiples
Math	Recalls division facts to 10	Number Munchers equality Division
Math	Constructs and interprets tables	AppleWorks Spreadsheet
Math	Adds /Subtracts fractions w/like and unlike denominations	Fraction Munchers
Math	Decimal and Fraction practice	Decimal & Fraction Maze
Math	Math Problem of the Week	http://www.mbnet.mb.ca/~jfinch/math.html
Language Arts	Taking spelling tests using the spellch	Appleworks
Language Arts	Biography slide show	Appleworks, internet, clipart
Language Arts	Autobiography	Appleworks, internet, clipart
Language Arts	Author cards	Appleworks, internet, clipart
Language Arts	Word Game of the Day	http://www.m-w.com/game/
Language Arts	Punctuation Quiz	http://www.pacificnet.net/~sperling/quiz/punctuation1.ht
Language Arts	Daily Journal	Appleworks
Language Arts	Wacky Web Tales	http://www.eduplace.com/hmco/school/tales/index.html
Language Arts	Alphabetizing words	Appleworks spreadsheet
Language Arts	Story Webbing	Appleworks drawing
Language Arts	Parts of speech review	http://www.quia.com/custom/365main.html
Language Arts	A Day in the Life of... (Pioneer) (Appleworks & Internet & CD
Language Arts	studying mysteries	Internet- http://www.mysterynet.com

