

SCHOOL DISTRICT OF BAYFIELD

GRADES 6-8 Exploratory

Business and Technology Information

Curriculum

Grade Level Units Taught	Outcomes	Benchmarks
<p>Grade 7</p> <p>MS Office MS Word Publisher Internet/Wordle</p>	<p>1. Understand basic computer operations and concepts.</p> <p>2. Understand and demonstrate basic keyboarding techniques.</p> <p>3. Understand desktop publishing software.</p> <p>4. Knows and understands how to cut, paste, and drag images.</p> <p>5. Apply and understand Social, Ethical, and Human Issues in using computers.</p> <p>6. Explore and utilizes the Technology Productivity Tools: apply elements of design.</p> <p>7. Understand basic Word Processing tools and skills.</p> <p>8. Performs simple Technology Research Tools,</p>	<p><u>Basic Operations and Concepts:</u></p> <p>*Create a document, incorporate text, graphics, and borders.</p> <p>*Learn where and how to save a document.</p> <p>*Demonstrate the touch keyboarding method at acceptable speed and accuracy levels.</p> <p>* Apply network and what it means to log in to a network and server.</p> <p>* Define and identify program and applications.</p> <p><u>Social, Ethical, and Human Issues:</u></p> <p>*Collaborate with classmates.</p> <p>* Demonstrate proper behavior when using computers.</p> <p>* Understand and respect copyright laws and others privacy.</p> <p><u>Technology Productivity Tools and Keyboarding:</u></p> <p>* Demonstrate and practice proper</p>

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	<p>such as, internet searches, URL, websites.</p> <p>9. Demonstrate by using Technology Problem-Solving and Decision Making Tools.</p> <p>10. Understand and use of Graphics and Multimedia.</p> <p>Language Art: Students produce reports and technology presentations based on knowledge of grammar and usage, spelling, punctuation, and other written language.</p> <p>Social Studies: Students will locate, organize and use relevant information.</p> <p>Science: Students use critical thinking and problem solving skills to collect and analyze information.</p> <p>Math:</p>	<p>keyboarding skills.</p> <p><u>Word Processing:</u></p> <ul style="list-style-type: none">* Proper use of font, size, style, copy and paste.* I nsert text and images.* Create documents with emphasis on alignment and paragraph alignments.* Use Word processing to organize and effectively communicate with others. <p><u>Graphics and Multimedia:</u></p> <ul style="list-style-type: none">* Importing graphic images* Create publications using templates.* Capture images and transfer digital images to another device.* Insert digital images in print or in projects. <p><u>Technology Communication:</u></p> <ul style="list-style-type: none">* Identify and explain various types of online resources, URL, web sites, and search engines.* Use of electronic reference tools* Select, analyze and evaluate the most
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<p>Grade 7 continued</p>	<p>Students will demonstrate problem solving skills and mathematical concepts.</p>	<p>appropriate tools for project.</p> <ul style="list-style-type: none">* Demonstrate how to use a file folder. <p><u>Technology Problem-solving and Decision Making Tools:</u></p> <ul style="list-style-type: none">* Understand and demonstrate the appropriate use of a variety of printers. <p><u>Language Arts:</u></p> <ul style="list-style-type: none">* Produce written text by organizing ideas, transitions, and choosing appropriate wording.* Demonstrate effective communication skills.* Demonstrate how to edit their writing based on knowledge of grammar, spelling, and punctuation.* Use research skills for the internet. <p><u>Math:</u></p> <ul style="list-style-type: none">* Demonstrate problem solving skills by using mathematical concepts and skills. <p><u>Social Studies:</u></p> <ul style="list-style-type: none">* Analyze information generated from the computer.
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		<p>* Identify science and technology.</p> <p><u>Science:</u></p> <p>* Use computers and information technology tools to support scientific investigations.</p> <p>* Use critical thinking and problem solving skills to collect.</p> <p>* Use reliable sources to develop descriptions and explanations for projects.</p>
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