

## Young Scholars of Western Pennsylvania Charter School

### 7th Grade Technology Class

- Objectives: The students will be able to:

- Display proper hand, body, finger position during keyboarding operations.
- Demonstrate correct use of home row position and its anchor keys.
- Use correct finger pairings to keys
- Use firm and even strokes when typing.
- Demonstrate proper direction of the fingers from their home row positions to the target keys and back to home row position
- Develop fluency using the calculator pad as well as the original number row
- Describe the function of the following keys:
  - Tab
  - Caps lock
  - Shift
  - Backspace
  - Space bar
  - Delete
  - Number lock
- Use basic word processing programs to create documents such as letters, lists, summaries, etc.
- Type with a 25 wpm speed
- Type with a minimum accuracy of 90%

#### Instructional Methods

- Teacher demonstrations
- Self-guided software program lessons and quizzes
- Teacher made handouts and assignment sheets

## Individual help

### PA Academic Standards

#### 3.7.7C & D

Demonstrate age appropriate keyboarding skills and techniques

Apply intermediate skills in word processing software

Apply touch keyboarding skills and techniques at acceptable speed and accuracy

### Assessment

In-class assignments

Weekly and quarterly program reports

Mid-term project Final project

Timed quizzes, drills, and games

### Materials/Resources

Typing Deluxe 15 Program

Microsoft Word

PC/computer

Laser Jet Printer

### Duration

1 Month

- Objectives: The students will be able to:

- Make animations
- Learn coding
- Learn creative computing
- Designing sprites (images/characters)
- Create own his/her story
- Make basic games
- Improve their creative thinking

### Instructional Methods

Teacher demonstrations  
Self-guided software program lessons and quizzes  
Teacher made handouts and assignment sheets  
Individual help

### PA Academic Standards

**15.4.8.D:** Create projects using emerging input technologies.

**15.4.8.G:** Create an advanced digital project using appropriate software/application for an authentic task.

**15.4.8.H:** Explain the differences between a scripting language and a coding language.

**15.4.8.I:** Solve a problem with an algorithm.

**15.4.8.J:** Explain the basic differences between encoding and decoding.

**15.4.8.K:** Create a multimedia project using student-created digital media.

### Assessment

In-class assignments  
Weekly and quarterly program reports  
Mid-term project Final project  
Timed quizzes, drills, and games

### Materials/Resources

PC/Computer  
Headphone  
Scratch 2.0 Program  
Paint Program  
Internet(pixlr.com)  
Microsoft Office 2010

Duration

6 Months

- Objectives: The students will be able to:

INTERNET SAFETY

- Use the internet safely
- Learn about phishing, viruses, antivirus program

COMPUTER BASICS

- Hardware (Input/Output Devices)
- Windows Operators

Instructional Methods

Teacher demonstrations  
Self-guided software program lessons and quizzes  
Teacher made handouts and assignment sheets  
Individual help

PA Academic Standards

**15.4.8.B:** Interpret and apply appropriate social, legal, ethical, and safe behaviors of digital citizenship.  
**15.4.8.C:** Compare and contrast peripheral devices of computing systems for specific needs.  
**15.4.8.E:** Explain the different operating systems.  
**15.4.8.L:** Evaluate the accuracy and bias of online sources of information; appropriately cite online resources.

Assessment

In-class assignments  
Weekly and quarterly program reports  
Mid-term project Final project  
Timed quizzes, drills, and games

Materials/Resources

PC/Computer

Microsoft Office 2010

Windows 7 or 8.1

Internet

Headphone

Notebook

Pencil

Duration

2 Months