

The Seventh Grade student at St. Patrick's will become acquainted with technology in a fun, yet challenging learning environment. In the computer lab, each child will learn to locate the parts of the computer, perform basic computer operations and properly care for a computer in their own, individual workstation. He/She will learn to operate several programs and applications through a variety of electronic resources designed to allow students to explore at their own pace. The students will be introduced to online safety and computer ethics through CyberSmart, a lesson plan that uses an interactive website, worksheets and oral discussions.

	Goals/Standards	Instructional Tools	Assessment Tools
<p>Basic Operations & Concepts</p> <p>Standard A: Students demonstrate a sound understanding of the nature and operation of technology systems.</p> <p>Standard B: Students are proficient in the use of technology.</p>	<p>Students Can:</p> <ul style="list-style-type: none"> • Keyboard straight copy paragraphs for one minute with a minimum of 20 words per minute with 90% accuracy. • Inserts appropriate graphics into texts. • Formats document using alignment command, tab and margin spacing commands. • Create and format Tables in a word processing document. • Create and format Text Boxes in a word processing document. • Manipulate Clip Art and Pictures in a word processing document. • Open an Excel Spreadsheet and create a table (non-formatted) • Operate peripheral equipment • Formatting of photos 	<ul style="list-style-type: none"> • Pre-Keys • Microsoft Word • Microsoft Excel • Teacher-selected websites and CD-ROMs • Printer • Scanner • Digital Camera 	<ul style="list-style-type: none"> • Oral Discussions • Self Assessment • Skills Tests • Rubrics

Goals/Standards

Instructional Tools**Assessment Tools**

Productivity Tools

Standard A: Students use technology tools to enhance learning, increase productivity and promote creativity.

Standard B: Students use technology tools to collaborate in constructing technology-enhanced models, preparing publications and producing other creative work.

Students Can:

- Create a spreadsheet to display and compare pieces of information (Word).
- Create a database to organize, sort and display information.
- Independently create a multi-media presentation aligned with curriculum standards.
- Identify and master shortcuts on the computer (Ctrl-Alt & "F" keys)
- Formats tables in a word processing document and uses them to organize information
- Explore an original database, defining field formats and adding new records
- Explore simple operations in a database
- Identify appropriate applications for class projects

- Microsoft Word
- Microsoft Excel
- Powerpoint

- Oral Discussions
- Self Assessment
- Skills Tests
- Rubrics

Goals/Standards

Instructional Tools**Assessment Tools**

Technology**Communication Tools**

Standard A: Students use telecommunications to collaborate, publish and interact with peers, experts and other audiences.

Standard B: Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.

Students Can:

- Demonstrate use of technology tools for individual and collaborative writing
- Independently create a slide show presentation to communicate learning with others
- Send an email (teacher guided)
- Explore set up and operation procedures for standard email applications

- Microsoft Word
- Microsoft Excel
- Outlook Express
- Teacher-selected websites and CD-ROMs

- Oral Discussions
- Self Assessment
- Skills Tests
- Class Projects

Goals/Standards

Instructional Tools**Assessment Tools**

Ethical, Cultural & Societal Issues

Standard A: Students understand the ethical, cultural and societal issues related to technology.

Standard B: Students practice responsible use technology systems, information and software.

Standard C: Students develop positive attitudes toward technology use that support lifelong learning, collaboration, personal pursuits and productivity.

Students Can:

- Evaluate the accuracy, relevance and appropriateness of electronic information sources.
- Identify ways in which concepts of personal property apply to technology.
- Discuss common uses of technology in daily life and the advantages/disadvantages these provide.
- Identify copyright issues related to electronic media.
- Create a bibliography in standard format giving credit to others' ideas, images and information found in various resources.
- Separate fact, opinion and point of view.
- Determine accuracy and relevance of materials found on the internet.
- Understand and demonstrate proper online safety

- Cybersmart
- Teacher-selected websites and CD-ROMs
- Handouts/worksheets
- Group projects/skits

- Oral Discussions
- Self Assessment
- Skills Tests
- Leadership projects

Goals/Standards

Instructional Tools**Assessment Tools**

Technology Research Tools

Standard A: Students use technology to locate, review and collect information from a variety of sources.

Standard B: Students use technology tools to process data and report results.

Standard C: Students evaluate and select new information resources and technological innovations based on the appropriateness of specific tasks.

Students Can:

- Use electronic tools to access remote information and collaborate with others to solve problems, research and share information with others.
 - Evaluate the accuracy, relevance and appropriateness of electronic information sources.
 - Document bibliographic resources properly.
 - Communicate results of research with others using appropriate tools
 - Use search engines effectively to find relevant, unbiased and current information on a subject
- Grolier Online
 - Teacher-selected websites and CD-ROMs
 - “Kid-Friendly” search engines such as Yahoooligans
- Oral Discussions
 - Self Assessment
 - Skills Tests
 - Class Projects
 - Rubrics