

Prairie Middle School

Department Summary: Technology/Computer 6-7-8

Course Information	AUG/SEPT	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY/JUNE
	Content -- Skills -- Assessments			Content -- Skills -- Assessments			Content -- Skills -- Assessments		
6TH GRADE-- Computer Skills Class			<ul style="list-style-type: none"> •Keyboarding skills--All the Right Type •Word processing skills--Microsoft Word 	<ul style="list-style-type: none"> •Newspaper unit--Microsoft Word •Spreadsheet and chart skills--Microsoft Excel 	(2nd or 4th nine weeks)			<ul style="list-style-type: none"> •Keyboarding skills--All the Right Type •Word processing skills--Microsoft Word 	<ul style="list-style-type: none"> •Newspaper unit--Microsoft Word •Spreadsheet and chart skills--Microsoft Excel
7TH GRADE-- Computer Skills Class	<ul style="list-style-type: none"> •Keyboarding skills and Tech. Cert. Test 30 wpm--All the Right Type •Word processing skills and Tech. Cert. Task--Microsoft Word 	<ul style="list-style-type: none"> •Spreadsheet/Chart skills and Tech. Cert. Task--Microsoft Excel •Database skills and Tech. Cert. Task--Claris Works database 			(1st or 3rd nine weeks)	<ul style="list-style-type: none"> •Keyboarding skills and Tech. Cert. Test 30 wpm--All the Right Type •Word processing skills and Tech. Cert. Task--Microsoft Word 	<ul style="list-style-type: none"> •Spreadsheet/Chart skills and Tech. Cert. Task--Microsoft Excel •Database skills and Tech. Cert. Task--Claris Works database 		
7TH GRADE-- Industrial Technology Class	<ul style="list-style-type: none"> •Graphic communications •Journal, T-shirt, and vinyl sign activities 	<ul style="list-style-type: none"> •Construction - •Journal, K'nex truss, and Balsa Bridge activities 	<ul style="list-style-type: none"> •Transportation - •Journal, paper airplane, and flight scenario activities 	<ul style="list-style-type: none"> •Manufacturing - •Journal, co-2 car, and computer car activities 	(1st or 2nd semester)	<ul style="list-style-type: none"> •Graphic communications •Journal, T-shirt, and vinyl sign activities 	<ul style="list-style-type: none"> •Construction - •Journal, K'nex truss, and Balsa Bridge activities 	<ul style="list-style-type: none"> •Transportation - •Journal, paper airplane, and flight scenario activities 	<ul style="list-style-type: none"> •Manufacturing - •Journal, co-2 car, and computer car activities
8TH GRADE-- Applied Technology Class	<ul style="list-style-type: none"> •Introduction-Inspiration •My Place-Hyperstudio •Native American Indians presentations-Power Point 	<ul style="list-style-type: none"> •Explorer project-Hyperstudio •Olympic project-Excel 	<ul style="list-style-type: none"> •System of the body-iMovie 	<ul style="list-style-type: none"> •Educational webpage-Front Page Editor 	(1st or 2nd semester)	<ul style="list-style-type: none"> •Introduction-Inspiration •My Place-Hyperstudio •Mount Everest presentations-iMovie 	<ul style="list-style-type: none"> •World War II--Power Point •Olympic project-Excel 	<ul style="list-style-type: none"> •Science Mystery Photo-Power Point 	<ul style="list-style-type: none"> •Educational webpage-Front Page Editor

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Industrial Technology - Grade: 7th

Course Information	3 days	19 days	19 days	19 days	19 days	3 days
	Content -- Skills -- Assessments			Content -- Skills -- Assessments		
Standards & Content	1 2 3 4 5 6 7 8 9 10 11 12	Graphic Communication	Construction	Transportation	Manufacturing	C - O U R S E C O U R S E C O N T E N T
Concepts & Skills		<ul style="list-style-type: none"> •Elements of design •advertising 	<ul style="list-style-type: none"> •principle of structural engineering •design process 	<ul style="list-style-type: none"> •aerodynamics •design process •systems of the automobile •principles of flight 	<ul style="list-style-type: none"> •design concepts •mass production •finishing process 	
Major Assessments & Projects		Time management cooperative learning Reading comprehension Word processing Computer literacy computer ethics Problem solving Journal activity T-shirt activity Vinyl sign activity	Time management cooperative learning Reading comprehension Word processing Computer literacy computer ethics Problem solving Journal activity K'nex truss activity Balsa bridge	Time management cooperative learning Reading comprehension Word processing Computer literacy computer ethics Problem solving Journal activity Paper airplane activity Flight scenario activity	Time management cooperative learning Reading comprehension Word processing Computer literacy computer ethics Problem solving Journal activity Co-2 car activity Computer car activity	

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Applied Technology - Grade: 8th

Course Information	Semester Course (18 weeks) First Semester - Black Team / Second Semester - Orange Team									
	Content -- Skills -- Assessments					Content -- Skills -- Assessments				
Standards & Content	<ul style="list-style-type: none"> Basic knowledge of multimedia programs. 	<ul style="list-style-type: none"> Basic knowledge of HyperStudio Design, edit and insert backgrounds 	<ul style="list-style-type: none"> Review scenarios of copyright laws and your opinion 	<ul style="list-style-type: none"> HyperStudio Skills Student Presentation in LA Class 	<ul style="list-style-type: none"> Powerpoint Project Skills Student Presentation in American History Class 	<ul style="list-style-type: none"> Researching and retrieving raw data and developing a line graph to show data in a graph form 	<ul style="list-style-type: none"> Students will learn how to operate a digital video camera. Down load video into a computer and edit video into a final QuickTime movie. 	<ul style="list-style-type: none"> Will learn to link web pages. Will learn to save as a source page. Students will use images, movies, photos, clip art and animation. 		
Fulfill Technology Certificate for Prairie Graduation Diploma										
Concepts & Skills	Organization skills. Time Management, Word processing skills / Format text, color, size and style	Layout, Storyboard of presentation / Transfer word processing skills to multimedia presentation / Format text, color, size and style	Legal ramifications of breaking the law. Review laws and application dealing with copyright protection.	Design, edit and insert backgrounds / Transfer word processing skills to multimedia presentation / Insert graphics, sound files and video clips /	Design, edit and insert backgrounds / Transfer word processing skills to multimedia presentation / Insert graphics, sound files and video	Excel Spreadsheet, format cells, learn about rows and columns	Camera basic operations, setting up camera shots, working with audio. Learning iMovie program, skills of editing and making a QuickTime movie.	Learn about a web page layout, organization, linking pages, working with images, movies, photos, clip art and animation.		
Major Assessments & Projects	Inspiration <ul style="list-style-type: none"> Storyboard ideas about My Place Project 	HyperStudio - <ul style="list-style-type: none"> "My Place Project" 	Ethics/ Internet Research Skills	Integrated with Language Arts <ul style="list-style-type: none"> Native American Indian Project 	Integrated with American History <ul style="list-style-type: none"> Explorer Project 	Integrated with Math <ul style="list-style-type: none"> Olympic Project 	Integrated with Science <ul style="list-style-type: none"> iMovie 	<ul style="list-style-type: none"> Educational History Web Page 		

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Computer - Grade: 6th

Course Information	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
	Content -- Skills -- Assessments				Content -- Skills -- Assessments				
Standards & Content	<ul style="list-style-type: none"> •Keyboarding techniques and practice 	→	<ul style="list-style-type: none"> •Word processing skills 	<ul style="list-style-type: none"> •Proofreading, editing and formatting skills 	<ul style="list-style-type: none"> •Spreadsheet and charting skills 	→	<ul style="list-style-type: none"> •Newspaper unit-- combining writing, word processing, and editing skills 	→	
Concepts & Skills	<ul style="list-style-type: none"> •Use proper keyboarding techniques---sit up straight, feet flat on the floor, proper wrist and hand position, eyes on the copy, and using correct fingerings 	→	<ul style="list-style-type: none"> •Learn standard and formatting toolbar icons, format text, change margins, change line spacing, text wrap graphics, saving, and printing 	<ul style="list-style-type: none"> •Learn the meaning and how to use proofreaders' marks, how to edit work to make it error free, how to format a block letter and envelope 	<ul style="list-style-type: none"> •Learn vocabulary and parts of a spreadsheet and chart, enter data, format data, create and label chart, and create formulas 	→	<ul style="list-style-type: none"> •Learn components of newspaper articles, write articles with descriptive words, use word processing skills, and proofread and edit work 	→	
Major Assessments & Projects	<ul style="list-style-type: none"> •Use the Skill Builders and Testing Center modes of All the Right Type 	→	<ul style="list-style-type: none"> •Student journal •"Attitude" 	<ul style="list-style-type: none"> •Proofreaders' marks •Editing drill •Block letter and envelope 	<ul style="list-style-type: none"> •Words per minute spreadsheet and chart •Enrollment spreadsheet and chart •Calorie spreadsheet and chart 	→	<ul style="list-style-type: none"> •Summary sheets for Internet articles •Advertisement for book •Newspaper 	→	

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Computer - Grade: 7th

Course Information	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
	Content -- Skills -- Assessments			Content -- Skills -- Assessments					
Standards & Content	<ul style="list-style-type: none"> •Keyboarding-- Type 30 words per minute (practice and test throughout nine weeks) 	<ul style="list-style-type: none"> •Word processing skills on Technology Certificate 	→	<ul style="list-style-type: none"> •Spreadsheet and charting skills on Technology Certificate 	→		<ul style="list-style-type: none"> •Database skills on Technology Certificate 	→	
Concepts & Skills	<ul style="list-style-type: none"> •Use proper keyboarding techniques 	<ul style="list-style-type: none"> •Tech. Cert.-- cut/copy/paste, change page orientation, change line spacing, set tabs, format text, change margins, add page numbers, spell check, and print •Letter and envelope formats 	→	<ul style="list-style-type: none"> •Tech. Cert.--title in place, format text, format numbers, input formulas, sort data, create chart with correct labels, spell check, and print •Wrap cells 	→		<ul style="list-style-type: none"> •Tech. Cert.-- create fields and field types, enter data correctly, create reports, sort data, spell check, and print 	→	
Major Assessments & Projects	<ul style="list-style-type: none"> •Use the Skill Builders and Testing Center modes of All the Right Type •Technology Certificate--timed test to reach 30 words per minute or more (twice this year) 	<ul style="list-style-type: none"> •Meet the Classmates •States/Capitals •School store supply list •Block letter to KCRG with envelope •Technology Certificate--word processing task 	→	<ul style="list-style-type: none"> •State info. (Facts in Brief in Geography book) •Bubble gum lab •State info. of choice •World record for mile run •Words per minute chart •Technology Certificate--spreadsheet/chart task 	→		<ul style="list-style-type: none"> •Europe database •State database •Quiz on state database •Class database •Music database •Technology Certificate--database task 	→	