

BERTHA-HEWITT HIGH SCHOOL
Fall Quarter Curriculum Map – 2014-2015
Mike Bauck -- Instructor

Academic Standard Area: **Technology**
 Textbook & Copyright date:

Course Title/Strand: **Computer Tech** Grade Level: **7**

WEEK #	TIMELINE	CONTENT/UNIT/SUB-STRAND	PROCESS/ACTIVITY/STANDARD	GOALS/BENCHMARK	ASSESSMENT	RESOURCES
1	2 days	Keyboarding	Keying	Homerow & r, u	NA	Computer, Type to Learn software
2	5 days	Keyboarding	Keying	Learn new keys G,h,d,k shift,e I b,n, enter and return	Accuracy test	Computer, Type to Learn software
3	5 days	Keyboarding	Keying	Learn new keys S ,l, w o., ,c, p, q, v, m	Accuracy test Speed test	Computer, Type to Learn software Yahoo Typer Shark
4	5 days	Word Processing	Use universal features of a word processing application	Create a Letter using the word processing application Apply formatting effects Use cut and paste	Daily production Test	Computer Projector Word Processing Software Computer Applications Book
5	5 days	Word Processing	Use universal features of a word processing application	Create an unbound report using various formatting features such as Bold Italics Underlining, Double space	Daily production Test	Computer Projector Word Processing Software Computer Applications Book
6	5 days	Word Processing	Use universal features of a word processing application	Create a block style business letter Create a letterhead	Daily production Test	Computer Projector Word Processing Software Computer Applications Book
7-8	8 days	Word Processing	Use universal features of a word processing application	Use WordArt, drawing objects, autosshapes, clipart and drawing toolbar	Daily production Test	Computer Projector Word Processing Software Computer Applications Book
9	3 days	Word Processing	Create a business letterhead	<ul style="list-style-type: none"> • Use clipart • Use word Art • Use a textbox • Write a block style letter • Use drawing objects 	Written Test Computer Test Daily Work	Computer, office book, projector Data Files