

URBANDALE COMMUNITY SCHOOL DISTRICT
CURRICULUM FRAMEWORK OUTLINE

SUBJECT:	Vocational Education
COURSE TITLE:	Grade 8 Computers
GRADE LEVEL:	8
PREREQUISITES:	None

COURSE DESCRIPTION:

The students in Grade 8 Computers have the opportunity to incorporate learning basic computer operations with keyboarding and producing quality documents using Microsoft word processing, drawing, spreadsheet, and Appleworks database software, Microsoft PowerPoint, and Dreamweaver web design software. The students will have computer class every other day for one semester of the year, equal to 45 days.

CONTENT STANDARDS AND BENCHMARKS:

In order that our students may achieve the maximum benefit from their talents and abilities, the students of Urbandale Community School District's Grade 8 Computers course should be able to . . .

Content Standard I. Demonstrate comprehension, computation, and applied technology skills.

Benchmarks:

- Type with proper keyboard techniques.
- Create documents using a word processing program.
- Create documents using drawing tools.
- Create documents using spreadsheet software.
- Create documents using database software.

Content Standard II. Develop communication, employability, and life-management skills.

Benchmark:

- Communicate orally using presentation software.
- Create web pages to display in a web browser.



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PREREQUISITES: None

**CONTENT STANDARDS AND COURSE BENCHMARKS WITH INDICATORS
FOR GRADE 8 COMPUTERS:**

Standard I. Demonstrate comprehension, computation, and applied technology skills. Students in Grade 8 Computers should be able to ...

Benchmark: Type with proper keyboard techniques.

Indicators: Demonstrate correct keyboarding posture (i.e., feet flat on the floor, fingers on the correct keys, eyes on the document).
Demonstrate proper “touch techniques.”

Benchmark: Create documents using a word processing program.

Indicators: Demonstrate the ability to change spacing (i.e., single space/double space); use: bullets, columns; be able to: change margins, insert date automatically, insert headers/footers, change page setup (landscape/portrait), zoom in/out, left/center/right alignment of text or clip art; be able to use the “check document spelling” function; justify text, minimize and maximize documents, create hanging indents, turn on invisibles and drawing tools, text wrap words around pictures
Use correct spacing after standard punctuation marks.
Understand basic proofreading marks

Benchmark: Create documents using drawing tools.

Indicators: Use the following tool icons: selection tools, text tool, drawing and painting tools, fill indicator and palettes, and pen indicators palettes.
Insert pictures, resize, and move freely
Be able to ungroup pictures, send behind or move in front of other objects

Benchmark: Create documents using spreadsheet software.



Indicators: Demonstrate the ability to use formulas to calculate numbers such as sum and average; have knowledge of terms such as columns, rows, cells, cell grid, and cell ranges; be able to sort cell ranges, make graphs, label graphs, and change cell widths and lengths.

Benchmark: Create documents using database software.

Indicators: Demonstrate the ability to create reports and change the layout of reports; have knowledge of terms such as fields, records and ascending and descending order; be able to change margins, add a header, find selected groups, sort records, create new records, and change the page setup,

**Standard II. Develop communication, employability, and life-management skills.
Students in Grade 8 Computers should be able to ...**

Benchmark: Communicate orally using presentation software.

Indicators: Demonstrate the ability to create new slides, add background color and gradients, add and change font size/color/style, add pictures, use different transitions, use effects and sound to make effective presentation, use WordArt and 3D boxes

Benchmark: Create web pages to display in a web browser.

Indicators: Demonstrate the ability to create new pages, link external and internal web pages, downloading pictures from free websites, linking assignments as PDF files to a website, change background color, change font size, style, and color, creating roll-over images

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

