

7th GRADE COMPUTERS Syllabus

Instructor: Mrs. Schroeder
Elective: Grade 7
Prerequisite: None
Length of course: 1 Quarter

Goal: To provide students with a basic background in multiple aspects of computer use.

Course Description: In this course, students will review the areas of word processing and the basics of spreadsheets. Students will also prepare multiple presentations and explore careers. In addition, appropriate keyboarding skills will be emphasized throughout the duration of the course.

Text: *Fundae Sundaes*. Warwick, RI: B.E. Publishing, 2013.
Excel It! 2E – Student Workbook. Warwick, RI: B.E. Publishing, 2011.

Applications: Bernie’s Typing Travels, MicroPace3, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, GoogleDocs/Sheets/Slides, iMovie
Minnesota Career Information System – <http://mncis.intocareers.org>
Username: lastname.firstname
Password: 2023Tigers

Learner Outcomes:

- I. Demonstrate an understanding of Microsoft Word & Explore Google Docs.
Course Outcomes:
 - a. Explore the uses for a word processing program.
 - b. Create variety of documents using the word processing options.

- II. Demonstrate an understanding of Microsoft Excel & Google Sheets
Course Outcomes:
 - a. Explore the uses for a spreadsheet program.
 - b. Identify operators and formulas used for calculations.
 - c. Create variety of spreadsheets using Microsoft Excel commands

- III. Demonstrate an understanding Microsoft PowerPoint & Slides
Course Outcomes:
 - a. Identify uses of a presentation program.
 - b. Prepare simple presentations.

- IV. Explore potential careers.
Course Outcomes:
 - a. Set up a Career Portfolio through the Minnesota Career Information System Website
 - b. Explore career opportunities using Minnesota Career Information System.
 - c. Identify career areas student is interested in researching.
 - d. Prepare short career presentation using iMovie

- V. Demonstrate keyboarding skills and techniques.

Course Outcomes:

- d. Apply appropriate keyboarding techniques while typing.
e. Attempt to increase keying speed through the use of timed writings.

Course Outline:

- I. Keyboarding (a short period of time each day throughout the quarter will be dedicated to this)
A. Drill
B. Technique
- II. Word Processing – Word (Office 365) & GoogleDocs (13 days)
A. Preparing professional looking documents
B. Tests
- III. Spreadsheets – Excel (Office 365) & Goggle Sheets (13 days)
A. Preparing spreadsheet & charts
B. Tests
C. Test on Charts
- IV. Presentation – PowerPoint (Office 365) & Google Slides (13 days)
A. Prepare multiple presentations
B. Prepare two projects/tests
- V. Career Exploration (3 days)
A. Explore 5 careers
B. Create representation of the 5 careers using program of your choice – Word/Docs, Excel/Sheets, PowerPoint/Slides

Grading:

Project/Test - 50% of grade

Each project/test will be assigned points. Based on the percentage of the points received out of the number possible, you will be assigned a letter grade.

Redos and late projects can earn no more than a 65%.

Any work not handed in on the final day of class will be recorded as a zero.

Keyboarding - 25% of grade

We will use Bernie's Typing Travels.

Technique: Technique refers to your position at the alphabetic keyboard, as well as, how you find the keys with your fingers (your posture, hand position, use of correct fingers for keys, eyes remaining on your text that you are typing from).

Also, need to show progress. This means you are seriously attempting to move forward in the Lessons.

Participation - 25% of grade

You will receive four (4) points for each day. However, points can be deducted if student is disruptive/off task (this could occur more than once).

Grade Scale:

A	93 %
A-	90
B+	87
B	83
B-	80
C+	77

C	73
C-	70
D+	67
D	63
D-	60
F	0

Classroom Behavior:
Classroom Matrix (In Google Classroom)

Classroom Matrix							
NHS Expectations	Start Class	Direct Instruction	Group Activities	Individual Activities/Assignments	Getting Help	Devices/Media	End of Class
NOTICE THE POSITIVE Use all contribute to a positive & safe school atmosphere.	Come to class ready to learn Power off personal electronics	Focus on instruction	Listen to others Encourage each other Work together	Have books and other materials ready Demonstrate self-control	Raise your hand	Be kind and responsible to social media and digital conversations Be a good example and demonstrate self-control	Demonstrate self-control
HAVE RESPECT & PRIDE We cooperate to build a community where everyone is celebrated	Be on time Be seated	Get on task and stay on task Avoid distractions	Respect all members of the group Have appropriate, cooperative and respectful and kind words Show effort and pride in your work	Show respect for others' before, privacy and privacy	Be respectful Wait patiently for your turn	Have phone for and take care of device Be respectful to presented and not be distracted by technology Create your own work without plagiarizing, and give how to credit	Remain in seat at end of class
SHOW RESPONSIBILITY We are accountable & respectful & help each other reach goals.	Book, pencil, and paper Leave food and beverages in locker (water is exception but is to remain on floor)	Ask and answer questions Participate	Work together to share the load	Work quietly on individual work	Talk to teacher (during class, before school, during GST, after school)	Have device ready for class Use device appropriately Be accountable for following the school electronic policy Use technology for educational purposes	Log off computer Push chair in

Discipline Policy:

- Use of Buddy Room – Involves a short time out in the attached room with another teach and class & completion of the Tiger Action Plan sheet
- Alternate seating at lunch
- With a written referral, student owes me 15 minutes at the following lunch period.
- If behavior is ongoing, day after day, parents/guardians will be called and Mr. Michaelson/Mr. Wormley will be involved.