

## 7<sup>th</sup> 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 (using MicroPace3) and researching using electronic means 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:** MicroPace3, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, GoogleDocs, 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  
C. Timings
- 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

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).

Everyone will begin with keyboarding books as either a review or as an introduction – whichever is necessary. Once a certain skill level is achieved, students will begin using MicroPace3.

Timings: One minute timings will be taken to determine keyboarding speed in words per minute (wpm).

<-- 50	A
49 - 45	B+
44 - 40	B
39 - 35	B-
34 - 30	C+
29 - 25	C
24 - 20	C-
19 - -->	D

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 %	C	73
A-	90	C-	70
B+	87	D+	67
B	83	D	63
B-	80	D-	60
C+	77	F	0

**Classroom Behavior:**

Respect yourself, faculty and your peers  
Bring all required materials for class  
Raise your hand and wait your turn  
Use active listening  
Come ready to learn  
Use appropriate language  
Be on time

Respect personal and school property  
The bell tells the teacher to dismiss you  
No food, candy or drinks  
Complete all assignments on time  
Ask questions  
All electronic devices out of sight/hearing

**Discipline Policy:**

- 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.