

7th GRADE COMPUTERS

Syllabus

Instructor: Mrs. Schroeder
Elective: Grade 7
Prerequisite: None
Length of course: 1 Trimester
Trimester 1 ends Nov. 30
Trimester 2 ends Mar. 3
Trimester 3 ends last day of school (tentatively May 26)

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, explore careers and experiment with the basics of photo editing. 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, Adobe Photoshop Elements, iMovie, Minnesota Career Information System

Learner Outcomes:

- I. Review Microsoft Word & Explore GoogleDocs.
Course Outcomes:
 - a. Explore the uses for a word processing program.
 - b. Create variety of documents using the word processing options.

- II. Review Microsoft Excel.
Course Outcomes:
 - c. Explore the uses for a spreadsheet program.
 - d. Identify operators and formulas used for calculations.
 - e. Create variety of spreadsheets using Microsoft Excel commands

- III. Demonstrate an understanding Microsoft PowerPoint & other presentation options.
Course Outcomes:
 - f. Identify uses of a presentation program.
 - g. Prepare simple presentations.
 - h. Incorporate the use of sound (original).
 - i. Incorporate the use of video (original).

- IV. Explore and discuss internet safety, electronic bullying, etc.
Course Outcomes:
 - j. Identify appropriate use of online tools
 - k. Recognize the potential for unsafe situations

- V. 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

- VI. Demonstrate a basic understanding of the current picture editing program.
Course Outcomes:
 - a. Identify uses of a picture editing program.
 - b. Develop an understanding of the basic commands.
 - c. Demonstrate the use of basic commands.

- VII. Demonstrate keyboarding skills and techniques.
Course Outcomes:
 - l. Apply appropriate keyboarding techniques while typing.
 - m. 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. Internet Safety (1 day)

- III. Uploading and downloading files from home (1/2 day)

- IV. Saving to different areas and as different versions & Hand in folder (1/2 day)

- V. Hour of Code (1-2 days)

- VI. Word Processing – Word & GoogleDocs (3 weeks)
 - A. Preparing professional looking documents
 - B. Tests

- VII. Spreadsheets – Excel (10 days)
 - A. Preparing spreadsheet & charts using *Excel It!*
 - B. Tests
 - C. Test on Charts

- VI. Presentation – PowerPoint, iMovie, other (3 weeks)
 - A. Prepare multiple presentations
 - B. Explore the use of original video and sound in presentations

- VII. Photoshop (8 days)

- VIII. Career Exploration (5 days)

Grading:

Project/Test - 40% 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	34 – 30	C+
49 - 45	B+	29 – 25	C
44 - 40	B	24 – 20	C-
39 - 35	B-	19 - -->	D

Daily – 15% of grade

Participation - 20% 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 Expectations:

- 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:

1st offense - Teacher detention/Phone call home

2nd offense - Written referral/Detention with Mr. Wormley

3rd offense - Referred to Administration