

## General Syllabus for 8<sup>th</sup> grade Computer Applications in Conneaut School District

**Text Information:** The Office It! Combo Series (Which includes books for Word, Excel, Access, Publisher, and Power Point)

**Additional Text Information:** iSafe video and documentation, "Missing"! Online safety program, "Skateboards, Inc." book, "The Dream Team" book.

**Course Description:** 8<sup>th</sup> Grade Computer Applications is designed to enhance the student's previous knowledge of Microsoft Office software which includes Word, Excel, Access, Power Point, and Publisher. Students will complete more advanced projects than their previous year and learn new techniques to support further understanding of Microsoft Office.

**PA Standards:** 3.7C Computer Operations, 3.7D Computer Software, 3.7E Computer Communication Systems

**PA Anchors:** M8.A.1.1.1 Convert fractions, decimals, percents, M8.A.1.2 Compare quantities or magnitudes of real numbers, M8.A.2.1 Complete calculations by applying PEMDAS, M8.A.3.1.2 Identify, apply/explain when exact or estimation ok, M8.A.3.1.1 Identify round up, round down, M8.A.3.2 Use estimation strategies when solving problems, M8.A.3.3.1 add, -, /, \* integers, fractions, and decimals, M8.D.2.2.1 Match a written situation to its equation/inequality, M8.E.1.1 Choose, display, interpret data (tables, charts, graphs), M8.E.1.1.1 Choose the correct representation for a set of data, M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms, R11.A.2.4 Identify main ideas, relevant details and generalizations, R11.A.2.5 Retell/summarize the major points/procedures of the text.

### Term 1

Week	Topics Covered
1	Introduction, iSafe review, "Missing!" review, copyright review
2	Word (various projects)
3	Word (various projects)
4	Word (various projects)
5	Word (various projects)
6	Word (various projects)

## Term 2

<b>Week</b>	<b>Topics Covered</b>
7	Excel (various projects)
8	Excel (various projects)
9	Excel (various projects)
10	Excel (various projects)
11	Excel (various projects)
12	Excel (various projects)

## Term 3

<b>Week</b>	<b>Topics Covered</b>
13	Power Point (Project #1)
14	Power Point (Project #2)
15	Power Point (Project #3)
16	Power Point (Project #4)
17	Access (various projects)
18	Access (various projects)

## Term 4

<b>Week</b>	<b>Topics Covered</b>
19	Access (various projects)
20	Access (various projects)
21	Publisher (various projects)
22	Publisher (various projects)
23	Publisher (various projects)
24	Publisher (various projects)

## Term 5

<b>Week</b>	<b>Topics Covered</b>
25	Publisher (various projects)
26	Publisher (various projects)
27	“Skateboards, Inc.” Comprehensive Office project (Word section)
28	“Skateboards, Inc.” Comprehensive Office project (Excel section)
29	“Skateboards, Inc.” Comprehensive Office project (Access section)
30	“Skateboards, Inc.” Comprehensive Office project (Publisher section)

## Term 6

<b>Week</b>	<b>Topics Covered</b>
31	“Skateboards, Inc.” Comprehensive Office project (Power Point section)
32	Supplemental comprehensive review project & activity (Publisher Calendar)
33	“The Dream Team” Comprehensive Office project (Word section)
34	“The Dream Team” Comprehensive Office project (Excel section)
35	“The Dream Team” Comprehensive Office project (Access section)
36	“The Dream Team” Comprehensive Office project (Power Point section)

### **Instruction:**

Lecture  
Cooperative Learning Activities  
Demonstrations  
Discussions  
Book research  
Partner and group Cooperative Learning Activities

### **Assessment:**

Teacher observation  
Lesson assessments  
Comprehensive unit assessments  
Projects/independent research  
Presentations

### **Parent/ Student Resources:**

Textbook(s)  
Teacher-supplied documents and resources  
“Missing!” program information  
Edline (grading tool)