General Syllabus for 7th grade Computer Applications in Conneaut School District

Text Information: Learning Computers and Technology (Integrated)

Additional Text Information: iSafe video and documentation, "Missing"! Online safety program, Learning Microsoft Publisher

Course Description: 7th Grade Computer Applications is designed to introduce the student to the Microsoft Office software which includes Word, Excel, Access, Power Point, and Publisher. Students will also participate in learning about online safety and important copyright information for any material found online.

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 to Microsoft Office/iSafe
2	"Missing!" program
3	Word Basics/Copyright information
4	Plagiarism
5	Basic Microsoft Office skills
6	Word Basics (using Math & Science)

Term 2

Week	Topics Covered
7	Word (using Social Studies)
8	Word (using Science)
9	Word (using Science)
10	Word Assessment and comprehensive project
11	Word comprehensive project presentations
12	Excel Basics (using Language Arts)

Term 3

Week	Topics Covered
13	Excel (using Language Arts & Math)
14	Excel (using Math)
15	Excel (using Math & Social Studies)
16	Excel (using Social Studies & Science)
17	Excel (using Science)/Excel Assessment
18	Power Point (using Language Arts & Mathematics)

Term 4

Week	Topics Covered
19	Power Point (using Mathematics)
20	Power Point (using Social Studies & Science)/Power Point Comprehensive project
21	Power Point Comprehensive project presentations
22	Access (using Language Arts)
23	Access (using Language Arts & Mathematics)
24	Access (using Mathematics & Social Studies)

Term 5

Week	Topics Covered
25	Access (using Science)/Access Assessment
26	Publisher basics
27	Publisher
28	Publisher
29	Publisher
30	Publisher

Term 6

Week	Topics Covered
31	Publisher
32	Publisher
33	Publisher Assessment
34	Final Cumulative project
35	Final Cumulative project (Continued)
36	Final Cumulative project presentations

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)