

7th Grade Computer Class

6 week session

During our 6 week session together, we will work with Microsoft Office and some of the programs included in this software package. Our focus will be in Word, Excel, PowerPoint, and the Internet. We will be using materials and lessons from other classes making this class very applicable to the student's current studies.

Unit 1: Focus on Word

- Letter to Parent
- Address Label
- BrainPop - computers
- Storybook
- Persuasive Essay pre-write using Inspiration
- Six Trait Writing Assignment

Unit 2: Focus on spreadsheet

- BrainPop – Computer Virus
- Word Search
- Planetary Bar Graph
- State Pie Chart
- Multiplication chart

Unit 3: Focus on PowerPoint and Digital Camera

- BrainPop – Cell Phone
- Classroom Celebrities
- All About Me
- Postcards
- Animal Presentation

Unit 4: Internet

- BrainPop – MP3
- WebHunt

Final Exam – Performance assessment

Grading Scale:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

Expectations in the Computer Lab

- ❖ Enter computer lab and log onto the network
- ❖ Listen to instructions
- ❖ Work at your own workstation
- ❖ Use your time wisely
- ❖ Participate in class discussions and demonstrations
- ❖ Leave a neat workstation

There is no candy, gum, or pop allowed in the lab. If you are in the lab with candy, gum, or pop you will be asked to leave.