

Brandywine Heights Area School District
200 West Weis Street, Topton, PA

7th Grade Computers

Overview:

This is a syllabus of what 7th grade students will be learning in computer class this year. First and foremost, using the school's software program, students will review proper keyboarding instruction and practice. The students will review word processing and learn some advanced techniques. Students will learn how to navigate through the Internet, download images from websites, and utilize search engines. Students will receive further instruction on desktop publishing and they will learn how to create spreadsheets. They will also continue using the school's digital camera and incorporate images into their projects; they will use the images to create a digital story, and a comic project. Last, students will create digital presentations using school software. This is a tentative syllabus; the topics covered during the year may change at any time.

Textbook(s) and other resources used:

Students will complete all work on a computer in the school's computer lab. There is no textbook for this course.

Outline of Content:

Computer class is a semester course which meets three times out of the six-day cycle. When students have class, this is what will be covered:

First & Third Quarter:

- Students will learn and practice proper keyboarding techniques.
- Students will complete word processing projects.
- Students will learn how to use the school's digital camera and incorporate images into their projects.
- Students will receive instruction using the Internet and complete various projects.
- Students will learn desktop publishing and complete various projects.

Second & Fourth Quarter:

- Students will continue to learn and practice proper keyboarding techniques.
- Students will complete spreadsheet projects using MS Excel.
- Students will create a digital story using digital photos.
- Students will complete a comic project using digital photos and school software.
- Students will create a digital presentation.

Grading Policy/Procedure/Framework:

The grade is based on the school district's grading policy.