

St. Clement's School
Course Outline
Seventh Grade Computer Education
One Semester Class

This course outline is a general guide to familiarize students and parents with an overview of the computer education course for seventh grade. It is an approximation of the content and objectives of the one semester class. The rate of progress may vary depending upon the student's learning pace through the semester.

I. Course content

- A. Microsoft Office applications review
 - 1. I Am poem
 - 2. Fact or Fiction
- B. History of the Computer
 - 1. Intel's *The Journey Inside*
 - 2. Ages of society
 - 3. Generations of computers
 - 4. Inventions project
- C. Terrapin Logo
 - 1. Polygon challenge
 - 2. Initials project
 - 3. Variable scene project
- D. Microsoft Publisher
 - 1. Introduction to desktop publishing
 - 2. Produce a flyer
 - 3. Produce a news story
- E. Ongoing keyboarding practice
 - 1. Use proper finger placement to type alphabetic, shift key, punctuation marks, and space bar correctly
 - 2. Practice proper posture

II. Learning objectives

- A. Develop skills in spellchecking, proofreading and editing typed work
- B. Become better creative and technical writers through word processing activities
- C. Continue to develop specific computer skills related to software applications learned in earlier grades, adding Microsoft Publisher
- D. Create spreadsheets and databases to practically compile information such as vocabulary definitions or science data.
- E. Trace how the development of useful tools causes changes in the way people live within a society.
- F. Develop logical thinking skills

- G. Strengthen skills in estimating, visualizing spatial relationships and part/whole relationships
- H. Write and implement variable, recursive, and random procedures using Logo
- I. Use applicable Internet websites to gather facts for a report
- J. Use computer skills in cross-curricular projects
- K. Compile, edit, and present an informational multimedia presentation
- L. Strengthen good keyboarding technique
- M. Foster cooperative learning
- N. Build respect for the work of others, online or off
- O. Have fun learning that there is often more than one way to solve a problem

III. Grading

- A. Areas of evaluation
 - 1. Daily assignments
 - 2. Projects
 - 3. Tests – usually count as two grades
 - 4. Participation
 - 5. Effort
- B. Major projects
 - 1. Evaluated for content and use of computer application/program
 - 2. Rubric used to communicate grading criteria

IV. Class policies

- A. School provides equipment and software programs
- B. Late work
 - 1. Due dates allow for class time to complete assignments
 - 2. Make up work allowed for excused absence
- C. Absence
 - 1. Make up work to be completed at school
 - 2. Student schedules lab time with teacher
- D. Homework
 - 1. Occasionally gather materials for a project
 - 2. Study for test