



East Hamilton Middle School Computer Literacy 7th grade Course Syllabus

Abigail W. McDonald
mcdonald_a@hcde.org

Throughout this course, students will focus on the following Tennessee State Standards for Computer Literacy:

- *Use age-appropriate online tools and resources.*
- *Select and use appropriate word processing, spreadsheets, and multimedia applications.*
- *Demonstrate fundamental keyboarding skills.*
- *Advocate, demonstrate and routinely practice safe, legal, and responsible use of information and technology.*

Resources:

The majority of the work done in this class will be on the computer. For keyboarding practice, please encourage your children to utilize the following websites for additional practice:

www.powertyping.com www.nimblefingers.com www.freetypinggame.net www.typingweb.com

We will also continue using www.keyboardingonline.com. Students have their own account. Students are expected to complete 1-2 lessons per week. While working at home please encourage students to do lessons while looking at the keyboard.

For students who have had this class before, they will be enhancing the skills previously taught. They will develop a deeper understanding of each subject that we cover and their presentations and projects will be much more advanced. They will be required to do advanced assignments.

Course Outline:

Week 1: Intro to Class – Expectations, Canvas

Week 2: History of QWERTY, keyboard pre-test, Nearpod

Week 3: Intro to Google – Drive, creating and organizing folders, Google Drawings

Week 4: Paint – Landscape

Week 5: Computer terminology/history/technology terms/quiz/test

Week 6: Google Docs – Symbols, Toolbar, design

Week 7: Microsoft Word– tabs – home, file, save, bullets, fonts, style, size, cut/paste/ Bucket List

Week 8: Intro to coding

Week 9: Internet Safety: Cyberbully interactive website

Week 10: History of the Internet

Week 11: Netsmartz: Videos, digital footprints, social networks, netiquette

Week 12: Netsmartz: video clips, Chat/IM, online predators, cyberbullying, offline consequences

Week 13: Internet definitions/quiz/test

Week 14: Excel/Google Sheets – formulas, check register

Week 15: Google Sites - create your own website

Week 16: Google sites class presentations

Week 17: PowerPoint/Google Slides lessons – slides, transitions, sound, display, animations, animated gifs

Week 18: PowerPoint/Google Slides project- final presentations