



**Berlin Community School 2018 - 2019
7th Grade Computer Class Syllabus**

**Mrs. Nasto, Computer Teacher
Computer Chitchat by Mrs. Nasto
mrsnasto.com**

Contact Information:

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Subject Line: 7th Grade

The goal of this ten-week course is to meet NJ State Technological Literacy Standard 8.1 for Computer Educational Technology and Digital Citizenship. Students will continue to advance their Google Skills, Digital Citizenship Knowledge, Keyboarding and Computer Programming Skills with a focus on spreadsheets and Digital Citizenship using Edmodo.com a safe environment to help students develop Digital Citizenship skills for school and life. We continue to use the online resource Typing.com to advance keyboarding proficiency skills while reinforcing the proper Touch Typing technique. Following this course, students will be able to:

- Use Collaboration Tools
- Create Word Documents using Advanced Formatting Tools & Tables
- Create & use a Database with Spreadsheets
- Use Technology to Communicate Safely & Respectfully
- Key Proficiently Using Touch Type
- Write Code Using Code.org

Computer Course Goals ~ Technology Skills, Programs, iPad APPS, Life Skills and Knowledge:

Microsoft Excel Advanced Proficiency

- ❖ Spreadsheets
- ❖ Tools: Formatting,
- ❖ Formulas: Average, Sum
- ❖ Page Orientation

Microsoft Word

- ❖ Thesaurus Tool
- ❖ Spellchecker & Grammar
- ❖ Tables
- ❖ Double-Spacing
- ❖ Numbers/Bullets
- ❖ Headers/Footers

Life Skills:

- ❖ Global Collaboration Skills
- ❖ Computer Science Technology
- ❖ Digital Citizenship
- ❖ Spreadsheet Skills
- ❖ Work Ready Skills

iPads

Cloud Computing Apps
Google Tools
Apple Software

Digital Citizenship

Information Literacy
Evaluating Resources
Citing Resources
Copyrights
Plagiarism
Internet Safety
Cyberbullying
Social Media Safety
Acceptable Use Policies

Navigate Desktop

Access Network Resources

- ❖ Keystrokes
- ❖ Create Folders
- ❖ Cloud Computing

Typing.com

Keyboarding Reinforcing
Touch Type Technique Supporting
Healthy Keyboarding Ergonomics

Edmodo.com

- ❖ Digital Citizen Skills
- ❖ Social Networking
- ❖ Digital Communication

Voki.com

- ❖ Digital Citizen Skills
- ❖ Create an Avatar
- ❖ Communication Knowledge

Grading Policy

Lab Work	35%
Assignments	
Quizzes	
Projects & Tests	50%
Homework	15%

Updated 13-Sep-18

View Students Work Online Visit Mrs. Nasto's Computer Teacher Site mrsnasto.com