



**Berlin Community School 2017 - 2018
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. The course will advance student technology knowledge and skills with a focus on student websites, spreadsheet software and Digital Citizenship. Edmodo.com and Google Classroom are safe environments to help students develop Digital Citizenship skills for school and life. The Online resource Typing.com will be used to continue to advance keyboarding proficiency skills while reinforcing the proper Touch Typing technique. Following this course, students will be able to:

- Create Word Documents using Advanced Formatting Tools & Tables
- Create a Database using Spreadsheet Software, Build, Graph and Analyze Data, Apply Formulas & Commands
- Create a Student Website
- Use Technology to Communicate Safely & Respectfully

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

Microsoft Excel Advanced Proficiency

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

Microsoft Word

- ❖ Thesaurus Tool
- ❖ Spellchecker & Grammar
- ❖ Graphics, Images, Clipart
- ❖ Double-Spacing
- ❖ Numbers/Bullets
- ❖ Headers/Footers

Life Skills:

- ❖ Global Collaboration Skills
- ❖ Computer Science Technology
- ❖ Digital Citizenship
- ❖ Microsoft 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
- ❖ Navigate Desktop
- ❖ Navigate Network Resources
- ❖ Cloud Computing
- ❖ Uploading & Downloading

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 Effort Assignments Quizzes	25%
Projects & Tests	60%
Keyboarding Tech Tasks	15%

Updated 27-Sep-17

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