

GRADE 7

COMPUTER CURRICULUM

The purpose of the computer curriculum for grade seven is that students will be able to integrate word processing, spreadsheet, graphic and multimedia programs into real world uses, like marketing and commercials. Also that students use a classroom network to share information. The purpose is also to practice proper typing techniques and to practice grade level skills using available software.

Students will

- practice correct keyboarding techniques
- create (on paper) an original product and a company with a logo using word processing and graphic programs
- be able to create a spreadsheet using interest formulas
- write a formal business letter
- make a 60 second commercial
- draw, save import and export original graphics, including a company logo
- perform multitasking using two or more programs
- practice file management
- be able to share work over the classroom network
- be able to cut, copy and paste from one document to another document using keyboard shortcuts
- practice English, math, social studies and science skills using grade level software
- learn to play an unknown piece of software and write instructions and an evaluation of the software
- discuss computer ethics
- learn and discuss Internet skills and safety

Materials

- Dell Pentium 4 computers, there is one for each student. Each student computer has a 15 inch monitor, keyboard, mouse and headphones.
- Teacher computer has a 19 inch monitor with speakers

Software

- Type to Learn
- Type for Fun
- Typing Tutor 6
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Multimedia Workshop
- Print Shop
- Fraction Attraction
- Word Attack
- Math Arena
- Factory Deluxe
- Decimal and Fraction Maze
- Concert Tour Entrepreneur
- Smart Games

Instruction

Students come to the computer lab twice a week for 40 minutes and work with the computer teacher. The first 5 or 10 minutes the lesson is explained and the software is demonstrated. Each student then sits at a computer and works on the assignment.