Queen of Heaven School
Growing in Faith, Knowledge and Grace

Hello and welcome to the 2015-2016 school year! The curriculum for computer technology class in seventh grade is meant to take students on a year-long study of the Microsoft Office Suite. This study allows students to learn about the advanced features of the popular platform.. Please take the time to review the curriculum below. I have also attached my grading policy as well as my code of conduct that is to be signed and returned.

I look forward to a positive, exciting and eventful year!

Sincerely,

Mrs. Bloom
Keep Calm and Tech On

7th Grade "Microsoft Office"

Introduction

- Introduction to the Computer and Chromebook Lab and AUP
- Brief history about the Microsoft Office Products and creator, Bill Gates
- Discussion of shortcut keys

Microsoft Word

- Introduction to Microsoft Word 2013. Discussion of various parts of the ribbon. Major project: Creating a School Newsletter in which students will learn how to make a new document, change margins, add text,, change views, format text, add a border, save a document, add a break, add columns, check spelling, insert clip art, add a table, AutoFormat a table, add a bullet list, and print a document.

Microsoft Excel

- Introduction to Microsoft Excel 2013. Discussion of various parts of the ribbon. Major project: Creating a life budget in which students will learn how to create a new worksheet, add text, change column widths multiple ways, format text and merge, create multiple formulas, create an AutoSum, use the fill handle, how to copy data including formulas,format data, save a worksheet, create a pie chart or graph, and print a worksheet

Microsoft Publisher

- Introduction to Microsoft Publisher 2010. Discussion of various parts of Microsoft Publisher. Major projects: students will be as signed a position within a company and asked to make various publications using Microsoft Publisher.

Microsoft PowerPoint

- Introduction to Microsoft PowerPoint 2013. Discussion of various parts of Microsoft PowerPoint and the newest features. Major project: student will learn that Microsoft PowerPoint can be used for more than a presentation tool and will create an interactive story to be presented to Queen of Heaven's Kindergarten through second grade students.

Microsoft Access

- Students will learn how to create a database of family members and friends to plan a party. Students will become familiar with items such as fields, inquiry and creating labels.

Message board and class Edmodo site for participation and may be assigned as homework from time to time.

Seventh Grade Learning Standards covered via the above curriculum:

ISTE NETS*S Standards Met

- **Creativity and innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

a. Apply existing knowledge to generate new ideas, products, or processes
b. Create original works as a means of personal or group expression
c. Use models and simulations to explore complex systems and issues
d. Identify trends and forecast possibilities

- **Communication and collaboration**

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

a. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media
b. Communicate information and ideas effectively to multiple audiences using a variety of media and formats
d. Contribute to project teams to produce original works or solve problems

- **Research and information fluency**

Students apply digital tools to gather, evaluate, and use information.

a. Plan strategies to guide inquiry
b. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media
c. Evaluate and select information sources and digital tools based on the appropriateness to specific tasks
d. Process data and report results

- **Critical thinking, problem solving, and decision making**

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

a. Identify and define authentic problems and significant questions for investigation
b. Plan and manage activities to develop a solution or complete a project
c. Collect and analyze data to identify solutions and/or make informed decisions
d. Use multiple processes and diverse perspectives to explore alternative solutions

- **Digital citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.

a. Advocate and practice safe, legal, and responsible use of information and technology
b. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity
c. Demonstrate personal responsibility for lifelong learning
d. Exhibit leadership for digital citizenship

- **Technology operations and concepts**

Students demonstrate a sound understanding of technology concepts, systems, and operations.

a. Understand and use technology systems
b. Select and use applications effectively and productively
c. Troubleshoot systems and applications

d. Transfer current knowledge to learning of new technologies

Common Core Standards

"Students who are college and career ready employ technology thoughtfully to enhance their reading, writing, speaking, listening, and language use. They tailor their searches online to acquire useful information efficiently, and they integrate what they learn using technology with what they learn offline. They are familiar with the strengths and limitations of various technological tools and mediums and can select and use those best suited to their communication goals."

- ➔ CCSS.ELA-LITERACY.RI.7.7 Compare and contrast a text to an audio, video, or multimedia version of the text, analyzing each medium's portrayal of the subject (e.g., how the delivery of a speech affects the impact of the words).
- ➔ CCSS.ELA-LITERACY.W.7.1.B Support claim(s) with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic or text.
- ➔ CCSS.ELA-LITERACY.W.7.2.A Introduce a topic clearly, previewing what is to follow; organize ideas, concepts, and information, using strategies such as definition, classification, comparison/contrast, and cause/effect; include formatting (e.g., headings), graphics (e.g., charts, tables), and multimedia when useful to aiding comprehension.
- ➔ CCSS.ELA-LITERACY.W.7.5 With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grade 7 here.)
- ➔ CCSS.ELA-LITERACY.W.7.6 Use technology, including the Internet, to produce and publish writing and link to and cite sources as well as to interact and collaborate with others, including linking to and citing sources.
- ➔ CCSS.ELA-LITERACY.W.7.8 Gather relevant information from multiple print and digital sources, using search terms effectively; assess the credibility and accuracy of each source; and quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.
- ➔ CCSS.ELA-LITERACY.RST.6-8.4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to *grades 6-8 texts and topics*.
- ➔ CCSS.ELA-LITERACY.RST.6-8.5Analyze the structure an author uses to organize a text, including how the major sections contribute to the whole and to an understanding of the topic.
- ➔ CCSS.ELA-LITERACY.RST.6-8.7
- ➔ Integrate quantitative or technical information expressed in words in a text with a version of that information expressed visually (e.g., in a flowchart, diagram, model, graph, or table).
- ➔ CCSS.ELA-LITERACY.RST.6-8.8
- ➔ Distinguish among facts, reasoned judgment based on research findings, and speculation in a text.
- ➔ CCSS.ELA-LITERACY.RST.6-8.9
- ➔ Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic.

Queen Of Heaven
Roman Catholic Elementary School

K-8th Grade Computer Education
Mrs. Bloom

Grading Policy and Procedures

Most projects in computer class for seventh grade are spread over a few classes and require more time. For large projects, students will be graded at a halfway point to ensure proper comprehension of instructions/skills and to make certain that student success is at the forefront. They will then be re-assessed at the completion of the project.

Students are continuously evaluated based on the skills being addressed. Rubrics are used for grading in all aspects of my computer technology classes. Before submitting their project, students are required to "check off" their rubric as they complete their assignment.

Sample of Rubric:

Project Criteria	Did you meet it?	Score
The PowerPoint Presentation is error free and is well written?		_____/25
The PowerPoint Presentation has at least one animation per slide of the story?		_____/10
The PowerPoint Presentation has a minimum of 3 slide transitions throughout the entire story?		_____/10

Grades are weighted accordingly:

Participation 10% Project Checkpoints 25% Skills Assessed 15% Major Projects 50%

Homework (Edmodo Discussion Questions) is required at the seventh grade level. Because of the importance of technology and making certain that seventh grade skills are acquired, the student may be asked to complete assignments at home/stay after to complete an assignment if they fall behind or do not complete an assignment on the due date. Late assignments will acquire point deductions.

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Code of Conduct

Respect^3
(Respect to the 3rd Power)

- ✓ **Respect** and be courteous to all adults that enter the computer lab.
- ✓ **Respect** one another.
- ✓ **Respect** the technological equipment and furnishing in the computer lab.

In addition:

- ✓ *You will come prepared and ready to learn each and every computer class and make certain that all assignments are completed on time!!!!*
- ✓ *You will also abide by the computer Acceptable Use Policy.*

Your Rights & Responsibilities

You have the right to:	**You are responsible for:**
*A safe learning environment	*Maintaining a safe learning environment
*Make choices	*The consequences for your choices
*Your own thoughts and ideas	*Respecting others
*Be treated fairly	*Your own actions
*Be yourself	

Consequences if you chose to break a rule:
First Time: Name written on teacher's personal board and a warning will be given.
Second Time: One check after your name and I will speak with your homeroom teacher as well as you receive a demerit.
Third Time: A second check is placed after your name, I will speak with your homeroom teacher and a phone call will be placed at home.
Fourth Time: Third Check after your name, possible after school detention and a student discipline referral will be written and given to Mrs. Damico
Parents, please review with your child and sign below. Forms are due by your child's next computer class. Thank you.

I have read and understood Mrs. Bloom's Code of Conduct and Grading Policy

_____ _____
Parent Signature Date

_____
Parent Name

_____ _____
Student Signature Date

_____
Student Name and Grade