

PETERS TOWNSHIP SCHOOL DISTRICT

CORE BODY OF KNOWLEDGE (CBK)

COMPUTER APPLICATIONS

GRADE(S): 7 & 8 (2014-2015)

For each of the sections that follow, students may be required to understand, apply, analyze, evaluate or create the particular concepts being taught.

COURSE DESCRIPTION

As a continuation of Computer Applications 6, all students will complete a six-week course of direct computer instruction. Emphasis is on digital citizenship and application of learned skills to format documents and tables, create advanced multimedia presentations, and develop spreadsheets with simple formulas and graphs. Microsoft Office 2007, in a networked Windows XP environment, will serve as the platform. Additional coursework includes accessing and composing appropriate email messages and increasing typing speed and efficiency using Typing Web, an online typing program.

STUDY SKILLS

- Maintain an organized folder for class (to be kept in the computer lab).
- Access and maintain log-in information for online typing account.
- Maintain accurate class notes during guided note activities.
- Exhibit responsible online behavior and digital citizenship.
- Read and follow written and/or oral instructions.
- Complete homework and weekly typing lessons in a timely manner.

MAJOR UNIT THEMES:

1. COMPUTER BASICS & EMAIL

- Hardware and Software
- Accessing and Sending Emails
- Sending Emails with attachments

2. MICROSOFT WORD

- Formatting MLA reports, outlines and works cited
- Inserting and formatting tables using advanced table commands

3. MICROSOFT EXCEL

- Labeling the parts of an Excel Window
- Formatting a worksheet
- Inserting basic formulas, functions and charts

4. MICROSOFT POWERPOINT

- Researching and outlining a presentation
- Creating basic presentations
- Adding Multimedia elements to a presentation

5. MICROSOFT PUBLISHER

- Using basic tools to design original projects

6. KEYBOARDING SPEED & EFFICIENCY

- Completing weekly online typing lessons
- Participating in weekly typing speed tests and goal setting
- Compete in a speed typing tournament

MATERIALS (and Supplemental materials used in course):

- Teacher-generated presentations, worksheets, homework, and projects
- PTSDWebApps email accounts
- Typing Web online keyboarding lessons
- Grolier Online Encyclopedia
- Power Library
- You Tube

Revised September 2014