

**7th GRADE TECHNOLOGY APPLICATIONS
COURSE OBJECTIVES/GRADING POLICY
2008-2009**

Seventh Grade Technology Applications is an introductory computer applications class. It is designed for students who already have basic keyboarding skills. The class will enable students to develop skills in drawing, word processing, tables, Web pages, spreadsheets, charting, desktop publishing, database, and slide presentations.

Lessons include objectives, terminology, guided note taking, step-by-step guided lab exercises, independent lab exercises, lab projects, and summaries. Unit reviews include vocabulary, review questions, supplementary projects, and critical thinking exercises.

Students will learn computer skills such as:

- ◆ drawing lines, rectangles, arcs, and polygons
- ◆ creating artistic text
- ◆ importing pictures
- ◆ formatting text
- ◆ setting tabs
- ◆ creating hyperlinks
- ◆ creating basic spreadsheet formulas, producing bar charts from spreadsheet data, and simple database tables and reports
- ◆ producing slide presentations

In addition students will learn application skills such as creating reports, outlines, letters, newsletters, and personal Web pages.

THE SIX WEEKS GRADE WILL BE DETERMINED BASED ON THE FOLLOWING:

Daily Assignments	55%
Quizzes/Tests	45%