Penn's Grove School
7th Grade Personal Computer Applications
Mr. Fitzpatrick
wfitzpatrick@oxfordasd.org

Welcome to 7th Grade Personal Computer Applications (PCA). This Syllabus will review:

- Materials and Resources
- Curriculum and Units
- Class Expectations and Attendance
- Grading

Material and Resources

The following material and resources are used for this class.

- Desktop PCs and School Issued IPAD
- Microsoft TEAMS
- EduTyping
- Microsoft OneDrive
- Microsoft Word
- Microsoft PowerPoint
- *The Shelly Cashman Series Collection, Microsoft 365 & Office 2021, 1e* through Cengage
- Teacher created assignments and videos.

Curriculum

Typing

How do we effectively input information into a computer program using proper typing techniques?

Introduction to Windows and file Management (Unit 1)

How to navigate a PC and Manage Files

Microsoft Word (Units 2-4)

How is Microsoft Word utilized to create effective communication documents?

PowerPoint (Unit 6)

How is Microsoft PowerPoint utilized to create effective presentations?

Units

Unit 1: Introduction to Windows and File management (1 week)

This Unit will cover some very basic skills navigating Windows and file management using Cenage

Units 2-4 Microsoft Word

This Unit will cover MS word skills relevant to creating flyer, writing an MLA style essay and writing a business letter using Cenage

Unit 5: Microsoft PowerPoint (1 to 2 weeks)

This Unit will include slide layouts, transition, animations, inserting pictures, and proper PowerPoint structure and presentation.

Class Expectations and Procedures

- Students should come to school and class with a Charged IPAD
- Students should line up outside the door at the beginning of class.
- After entering the room students should find their seat and log in to Edu Typing or Cengage program.
  - EduTyping time is the optimal time to use the Restroom, however if students are still responsible for completing the EduTyping lessons.
- Students are expected to listen to the teacher and participate in class discussions.
- Students should use the time allotted to finish assignments in class. At the end of the class the teacher will let them know if they have time to finish the Assignment the next day.
- Students should respect other students in the class.
- Students should use Technology responsibly.

Grading

- Formative Assignments (20% of grade)
  - Daily Assignments for practice, Cenage Practice Projects and Cengage Training Modules
- Performance Assignments (70% of grade)
  - Projects, Cenage End of Unit Projects and Cengage Exams
- Homework -EduTyping Assignments (10% of grade)
  - Graded based Completion.
  - Improvement or sustained Mastery.
- Late Assignments-See student handbook
  - Performance Assessments: All performance assessments such as essays, projects, etc., must be turned in on the due date. If a student turns in a performance assessment late, then the student will receive 20% off from the original starting point of the grade. Students have until the end of the quarter to turn in Performance assessments.
    - Tests and quizzes will have no late penalties, but students must complete make up tests/quizzes by the end of the marking period.
  - Formative Assessments: Students must turn in all formative assessments on the due date for full credit. If a student turns a formative assessment late, then the student will receive 20% off from the original starting point of the grade. Students have until the end of the unit/lesson/test. Once a new unit/lesson begins a student will receive a zero (0) on any assignments not turned in for the previous unit/lesson.

Please let me know if you have any questions.