Course Title:	**Computer Applications 7**
Department:	**Business Computer Science**
Grade Level:	**7**
Time Per Day/Week:	**42 minutes per day**
Length of Course:	**9 Weeks**

Course Overview:
In addition to enhancing student keyboarding skills, this course will introduce students to intermediate and advanced word processing skills utilizing the primary Google Suite tools including Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar, and Hangouts. These programs will be used to create brochures, presentations, and projects to become better acquainted with proper presentation techniques in the classroom while in front of peers. Digital citizenship will also be addressed as part of this course, including the responsible use of today's ever-changing social networking applications and websites. Below you will find a student example of a travel itinerary project where students planned a trip while considering a budget and exchange rates.

Primary Resources:
N/A
Secondary Resources (District Approved):
N/A

Unit 1 Name:	Google Basic Suite Review/Chromebook
Days in Unit:	12

Representative Learning Goals

- Compare and contrast peripheral devices of computer systems for specific needs.
- Identify student folders for saving personal work, and also public folders for dropping work.
- Utilize Google Docs for various projects across subjects, practicing skills like research, writing, and collaboration.
- Create and format documents in Google Docs (e.g., applying styles, inserting images, tables).
- Appreciate and respect the differences in others, such as backgrounds, interests, and opinions.

Unit 2 Name:	Google Docs/Google Slides
Days in Unit:	12

Representative Learning Goals

- Explore using pre-made templates for specific tasks (presentations) and discover basic add-ons to enhance functionality.
- Create and deliver engaging presentations in Google Slides (e.g., using transitions, animations, speaker notes).
- Effectively communicate ideas and information through Google Docs, Slides, and comments.

Unit 3 Name:	Financial Literacy
Days in Unit:	11

Representative Learning Goals

- Develop a budget for a trip, while working within defined parameters.
- Substantiate appropriate methods of calculations.
- Understand the difference between wants and needs.
- Define basic financial terms like income, expenses, savings, budget, and interest.

Unit 4 Name:	Internet Safety/Digital Citizenship
Days in Unit:	10

Representative Learning Goals

- Define personal information and understand why it's important to keep it private online (e.g., address, phone number, school name).
- Recognize the signs and consequences of cyberbullying (e.g., mean texts, exclusion, online threats).
- Recognize and avoid online scams and phishing attempts (e.g., suspicious emails, unsolicited offers).
- Manage their digital footprint by being mindful of what they post and share online.

Assessments - Classroom-Based

Curriculum-Based Assessments: Projects and Presentations

Assessments - Standardized

N/A

Standards
Pennsylvania Standards- Business, Computer and Information Technology Pennsylvania Standards - Career Education and Work