

Grade 7 - Integrated Business Applications - Scope and Sequence

Topic	Topic	Topic	Topic
Word Processing Skills		Spreadsheet Skills	
Activity	Activity	Activity	Activity
Additional Word Skills; Page Layout/Flyers; Business Letter Format; Letterheads		Review of Excell Skills; Using Functions; Creating Spreadsheets to Address "Real World" Problems	

Topic	Topic	Topic	Topic	Topic
Presentation Skills		Computational Thinking		
Activity	Activity	Activity	Activity	Activity
Powerpoint Skills; Using Advanced Features of PP; Create and Present Powerpoint Presentation that Addresses a "Real World" Problem		Computer Etiquette; Code.org Activities; Creating Code that Simplifies a Task; Automates a Process, or Solves a Problem; Apply Sequencing, Loops, Variables, and Conditionals		