DBCS CURRICULUM GUIDE FOR
Computer Department

MISSION STATEMENT OF DBCS

The mission of Denbigh Baptist Christian School is to EDUCATE the mind, NURTURE the soul, and SHAPE the character of each student in a Christ-centered environment, based on the Truth of God's Word.

PHILOSOPHY

To develop skills that will allow for scholastic Excellence and/or business success. Ethics in the use of technology is addressed through the light of Biblical Truth.

SUBJECT AREA CURRICULUM

A graduate of DBCS should be able to:
1. Analyze ethics used in technology in the light of Biblical Truth
    [school obj #1, 2, 3, 8, 11]
2. Utilize computers to communicate, retrieve, and store data
    [school obj #4, 8]
3. Be efficient decision-makers and orderly collaborators.
    [school obj #1, 2, 3, 6, 7, 10, 11]
4. Exhibit sequential reasoning skills
    [school obj #4, 9, 10]

Denbigh Baptist Christian School
Computer Department

Curriculum Objectives and Curriculum Guide for
Grade 6 Computers

The students will

1. learn the hardware of a computer and how it recognizes input, processes information, and provides output. [Computer dept. #2]
2. recognize the various copyright infringements and unethical behavior associated with the technology field. [Computer dept. #1, 3]
3. be able to keyboard with speed and accuracy while keeping eyes on copy. [Computer dept.. #2]
4. demonstrate a general knowledge of how to communicate information through Office 2010 Professional, Word [Computer dept. #2, 4]
5. compile a project to demonstrate a proper working knowledge of formatting common office documents, professional letters and resumes, and research papers. [Computer dept. #2, 4]
6. understand how God's values for living apply to the world of technology in ways such as working as unto God, timeliness, etiquette, dependability, and responsibility

Grade 6 Computers

Unit 1 Keyboarding

4 weeks

C6.1, C6.2

Objectives	Methods	Resources	Assessment
The students will • relate software to its function and how that supports the entire operation of the computer. • learn the following keys by touch and not sight.: Home keys, Space Bar, Enter Key, H, E, O, M, R, I, T, N, C, V, Right Shift, Period, W, Comma, G, B, U, Left Shift, Q, Slash, Quote, Apostrophe, P, X, Y, Tab, Z, Colon, Question Mark, Caps Lock, Hyphen, Underscore	• Observe, handle, compare, contrast, and label computer parts. • Explain software vocabulary and function. • Practice new keys and previously learned keys. • Complete drills (timed and untimed). •	• Typingweb.com • *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Can the student label and define all parts? • Timed Writings, using the methods of speed, accuracy, and a percentage of accuracy. • Technique checks to determine if the student has the proper placement of fingers and body, smoothness in keystroking, and eyes on the copy.

Unit 2 Keyboarding

5 weeks

C6.1, C6.2

Objectives	Methods	Resources	Assessment
The students will • learn the following keys by touch and not sight: 4, $, 7, &, 3, #, 8, *, 2, @, 9, (, 1, !, 0,), 5, %, 6, ^, Special Symbols (Roman Numerals, Feet and Inches, Minutes and Seconds, Multiply, Divide, Subtract, Add, Ellipsis), Numeric Keypad.	• Practice new keys and previously learned keys. • Complete drills (timed and untimed). • Compose short answers to given questions.	• Typingweb.com • *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Timed Writings, using the methods of speed, accuracy, and a percentage of accuracy. • Technique checks to determine if the student has the proper placement of fingers and body, smoothness in keystroking, and eyes on the copy.

Unit 3 WORD Basic Skills

3 weeks

C6.4, C6.5, C6.6

Objectives	Methods	Resources	Assessment
The students will • explore word processing: create new files, open and close files, save files, move within a document, spell check, making corrections, backspacing, fonts, print preview, printing, text and page alignment, selecting text, using the Help feature • review hardware components of the computer • format characters and paragraphs in a created document • work with document properties • use AutoComplete, AutoCorrect, and AutoText • use the thesaurus • learn keyboard shortcuts	• Tutorials • Exercises	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011 .	• Lesson on-line quiz and test • Unit Application

Unit 4 WORD Paragraph Formatting, Tabs, and Margins

3 weeks

C6.4, C6.5, C6.6

Objectives	Methods	Resources	Assessment
The students will • set margins and tabs • insert symbols and special characters • change paragraph spacing • set paragraph indents • apply borders and shading • explain various uses for mirror margins and gutter margins • learn keyboard shortcuts	• Tutorials • Exercises	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 5 WORD Moving, Copying, and Revising Text

4 weeks

C6.2, C6.4, C6.5

Objectives	Methods	Resources	Assessment
The students will • work with multiple document windows • utilize the find and replace feature • critique when and demonstrate how to use comments, revision marks • create multiple versions of the same document • learn keyboard shortcuts	• Tutorials • Exercises	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

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Unit 6 WORD Printing and Page Formatting

3 weeks

C6.4, C6.5

Objectives	Methods	Resources	Assessment
The students will • adjust soft and hard page breaks • control section breaks by type • format sections • link and unlink headers and footers • learn keyboard shortcuts	• Tutorials • Exercises	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 7 WORD Tables and Columns

4 weeks

C6.4, C6.5

Objectives	Methods	Resources	Assessment
The students will • edit table structures • convert tables and text • perform table calculations • learn keyboard shortcuts	• Tutorials • Exercises	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 8 WORD Styles, Templates, and Mail Merge

4 weeks

C6.4, C6.5

Objectives	Methods	Resources	Assessment
The students will • apply styles • create new styles • redefine, modify, and rename styles • use auto format and style gallery • attach templates to documents • copy template features in organizer • use the wizard to create documents • create merged documents • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 9 WORD Graphics

3 weeks

C6.4, C6.5

Objectives	Methods	Resources	Assessment
The students will • insert, size, crop, move, copy, wrap, and layer pictures • create pull quotes • link text boxes • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 10 WORD Advanced Features

3 weeks

C6.4, C6.5, C6.6

Objectives	Methods	Resources	Assessment
The students will • create, collapse, expand, and reorganize outlines • identify index entries • format and compile an index • format a table of contents • create hyperlinks • create a web page • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Denbigh Baptist Christian School
Computer Department

Curriculum Objectives and Curriculum Guide for
Grade 7/8 Computers

1. The students will review the hardware components of a computer and how it recognizes input, processes information, and provides output. [Computer dept. #2]
2. recognize the various copyright infringements and unethical behavior associated with the technology field. [Computer dept. #1, 3]
3. be able to keyboard with speed and accuracy while keeping eyes on copy. [Computer dept.. #2]
4. Understand Office 2010 applications. Review **Word**. Learn **Excel** and **PowerPoint,** [Computer dept.. #2]
5. create proper Word documents, using templates, wizards, and student creativity [Computer dept.. # 2, 3, 4]
6. create spreadsheets in **Excel. Excel** using functions and formulas, range names, toolbars, formatting, charts, maps, and databases. [Computer dept.. # 2, 3, 4]
7. create **PowerPoint** presentations designed to relay information and hold the attention of an audience. [Computer dept.. #2, 3, 4]
8. understand how God's values for living apply to the world of technology in ways such as working as unto God, timeliness, etiquette, dependability, and responsibility

Grades 7 & 8 Computers

Unit 1 Keyboarding & WORD

5 weeks

C7/8.1, C7/8.3, C7/8.4, C7/8.5

Objectives	Methods	Resources	Assessment
The students will • review hardware components of the computer • review keyboarding skills • review WORD	• Tutorials • Exercises	• Typingweb.com • *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 1 EXCEL Basic Skills

2 weeks

C7/8.2, C7/8.6

Objectives	Methods	Resources	Assessment
The students will • understand what a spreadsheet is and how it is used • create a simple worksheet • learn what AutoComplete does • construct basic formulas for addition, multiplication, division, and subtraction • use AutoSum • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 2 EXCEL Developing a Worksheet

2 weeks

C7/8.2, C 7/8.3, C7/8.6

Objectives	Methods	Resources	Assessment
The students will • preview workbooks • print workbooks • set print area • create user documentation • copy and paste • drag and drop text • fill and AutoFill • name ranges and constants • use spell check • analyze AutoCorrect • find and replace information • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 3 EXCEL Changing the Appearance of a Worksheet

2 weeks

C7/8.2, C 7/8.3, C7/8.6

Objectives	Methods	Resources	Assessment
The students will • format numbers (accounting, fraction, and scientific) • suppress zeros • align text • change column height and width • use fonts, borders, patterns, colors • manipulate styles • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 4 EXCEL Formula and Template Construction

3 weeks

C7/8.2, C 7/8.3, C7/8.6

Objectives	Methods	Resources	Assessment

The students will
• create and use the following functions:
    AVERAGE
    MIN
    MAX
    COUNT
    COUNTA
    INT
    ROUND
    IF
    VLOOKUP
    HLOOKUP
• construct nested functions
• construct date functions
• construct time functions
• construct financial functions
• utilize absolute and relative cell references
• correct circular references
• work with existing templates
• create templates
• edit templates
• learn keyboard shortcuts
	• Tutorials
	• Exercises and Practice Activities
		• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test
			• Unit Application

Unit 5 EXCEL Multiple Worksheets and Advanced Printing

3 weeks

C7/8.2, C 7/8.3, C7/8.6

Objectives	Methods	Resources	Assessment
The students will • use multiple workbooks • link workbooks • consolidate workbooks • insert and remove page breaks • use print titles • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 6 EXCEL Graphics

2 weeks

C7/8.2, C 7/8.3, C7/8.6

Objectives	Methods	Resources	Assessment
The students will • create charts • size, move, and edit charts • save and print charts • create and enhance a data map • work with legends • use colors, patterns, backgrounds, borders, clip art • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 7 EXCEL Database Features

3 weeks

C7/8.2, C 7/8.3, C7/8.6

Objectives	Methods	Resources	Assessment
The students will • query databases • filter information – auto and advanced • perform data analysis tables with PivotTables • fabricate multilevel sorts • create and record macros • edit macros run macros • import and export data • use cell tips • share lists • track changes • resolve conflicts • show history of changes • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 1 POWER POINT Introduction to PowerPoint

2 weeks

C7/8.2, C 7/8.3, C7/8.7

Objectives	Methods	Resources	Assessment
The students will • review the difference between hardware and software and discuss the hardware and software used in the computer lab • refresh their knowledge of the windows operating system • define power point menus • locate and understand the use of PowerPoint toolbars • learn keyboard shortcuts	• Handouts • Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 2 POWER POINT Working with Presentations

3 weeks

C7/8.2, C 7/8.3, C7/8.7, C7/8.8

Objectives	Methods	Resources	Assessment
The students will • choose and change slide layouts • change bullet levels • change design templates • work with speaker's notes • use the outline view • import word outlines • apply text attributes to text and placeholders • use master slides to format text • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc.,	• Lesson on-line quiz and test • Unit Application

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Unit 3 POWER POINT Customizing a Presentation

4 weeks

C7/8.2, C 7/8.3, C7/8.7, C7/8.8

Objectives	Methods	Resources	Assessment
The students will • insert, format, and crop clip art • use WordArt • work with text boxes • use drawing tools and AutoShapes • change line colors and fill colors • add patterns, shading, backgrounds, and textures • change black and white settings • align, flip, and distribute objects • group, ungroup, and layer objects • apply object effects • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc.,	• Lesson on-line quiz and test • Unit Application

Unit 4 POWER POINT Customizing – Beyond the Basics

2 weeks

C7/8.2, C 7/8.3, C7/8.7, C7/8.8

Objectives	Methods	Resources	Assessment
The students will • perform advanced text manipulation • customize handouts and speaker's notes • use guides to draw and measure objects • explore the snap and nudge features • use and edit freeform tools • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc., 2011	• Lesson on-line quiz and test • Unit Application

Unit 5 POWER POINT Advanced Topics

3 weeks

C7/8.2, C 7/8.3, C7/8.7

Objectives	Methods	Resources	Assessment
The students will • insert, edit, and format a chart • create and format word tables • draw, connect, insert, edit, and rearrange flowcharts • create transition effects • create text animations • create chart animations • add hyperlinks • time slides • learn keyboard shortcuts	• Tutorials • Exercises and Practice Activities	• *Learning Microsoft Office Student Edition*, Pearson Education, Inc.,	• Lesson on-line quiz and test • Unit Application • Class Presentation

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