

# Phoenix Christian Jr High School

## COMP800 8th Grade Computer Skills

### Course Scope & Sequence (2010)

#### COURSE DESCRIPTION

Computer skills covered will include technical vocabulary, component recognition and task association, basic typing & 10-key. Skills will also include operating system and network navigation. Academic integration of Microsoft Word, Excel, & PowerPoint usage is gained through projects with other content areas. Internet History, Usage and website evaluation allow students to become critical online users; RZonz online communication is utilized as a form of safe social networking.

#### COURSE SCOPE AND SEQUENCE

##### First Semester

Introduction to Computer Technology 18 Weeks

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##### *Key Concepts:*

1. Building the Technical Vocabulary.
2. Component recognition and task association.
3. Home Row hand placement: short word typing at 35 WPM & 10-Key adding & subtracting
4. Technology Acceptable Use Policy analysis
5. Internet History, Advancements, and Impact
6. Internet Usage – Browsers, Searching, and Data

*Assessments:* Diagrams and questions to identify the component and the function of each. Keyboard skills are assessed through various typing lessons and timed tests. Internet History assessment includes a timeline and usage application.

Project 1: Students will type and format a speech from a public figure.

Project 2: Students will use MLA formatting to write an impact paper on the positive and negative impact technology advancements have had on an area of our lives.

Project 3: Students will write an analysis comparing and contrasting the elements of the school's Technology Acceptable Use Policy.

Project 4: Add to Favorites and use Search Engines, Directory Sites, and Meta-Search sites to research and document findings on a topic.

*Biblical Integration:* Colossians 3 23-25: Work as for the Lord. Using technology in ways that are pleasing and acceptable to God.

##### Second Semester

Using the Computer as an Integrated Tool 18 Weeks

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##### *Key Concepts:*

1. Home Row hand placement: short word typing at 35 WPM & 10-Key adding & subtracting
2. Website Evaluation
3. Internet Safety and Netiquette.
4. RZonz – Social Networking: Bulletin Board, Homework Usage, Tutoring.
5. Word Advanced: Toolbars: Standard, Formatting, Drawing, Menus, Page Setup, Save As, Print Layout, Word Tables, Borders, Color Cells, Font Styles, Header Footer, Tabs, Bullets, Spell & Grammar check, Word Art, Text Boxes, Clip Art

6. Excel Advanced: Headers, Lists, Sort; Functions: Auto SUM function, Manual Sum & Subtraction, Using Disassociated Cells & Various Cell Formats, Rows & Columns, Drawing tools, Charts
7. PowerPoint Advanced: Use of Keyboard, Mouse, PowerPoint in Creating, Saving, Closing, Opening, Editing, Printing, and Storing multimedia, animated presentations in multiple folders on a Network
8. Access Introduction: Elements of a database, identifying and selecting appropriate field types. Creating searches and reports from existing data.

*Assessments:* Role Playing, discussion and questions to evaluate websites as sources and safe Internet usage. Diagrams and questions are used to identify the components and functions of application menus. Keyboard skills are assessed through various typing lessons and timed tests.

Project 1: Use Search Engines, Directory, and Meta-Search sites to identify and evaluate sources for an academic topic.

Project 2: Use Word to create formatted tables and comparisons

Project 3: Various Excel projects to solve Math and Science equations.

Project 4: PowerPoint to illustrate a Literature piece.

Project 5: Pick a dream job and then research what initial education is necessary to land the job and what ongoing training will be necessary to stay on top. Project will include elements from Word, Excel, and Power Point.

*Biblical Integration:* Philippians 3:12-14: Pressing on towards the goal. As we focus on our futures and the choices of college and jobs, we must keep our eyes on God, seeking His guidance as to what His will is for our lives.