
Course Description

Subject: Computer 1 (7th Grade Computer Class)

Overview:

Computer 1 meets three days a week for one quarter. The skills and concepts covered in the class include exploring the XP operating system, computer vocabulary, word processing, spreadsheets, and an introduction to electronic presentations.

- ✦ Word Unit - the students will produce two documents that are fully formatted using skills learned in class.
- ✦ Excel Unit – the students will produce two spreadsheets that will include calculations, formatting and a chart
- ✦ Introduction to PowerPoint Unit – the students will produce a 5-slide presentation to practice skills learned in class.

Completion of all the requirements from Computer 1 and Computer 2 will give the students an opportunity to fulfill high school credits while at Heights Christian Junior High School.

Primary Biblical Integration: Matthew 25: 15 – 30 (The parable of the talents)

Documenting and tracking what God has given us allows us to be more organized which enables us to make better decisions regarding what we have and how we will use it.

Unit Description:

Word Processing Unit – Students will demonstrate skills in creating and changing a letter and a report document. Students will use the header tool, alignment tools, line spacing, cut, copy and paste, bullets, indentation, font styles, types, and sizes, table, clipart, and Word art to complete assignments.

Spreadsheet Unit – Students will demonstrate skills in creating a spreadsheet, use of formulas, and charting. Students will use the header tool, input data into cells in an organized manner, format cells with borders and patterns, perform calculations on data inside multiple cells, and create a chart using the data in the spreadsheet.

Introduction to PowerPoint Unit – Students will demonstrate skills in creating a slide show. Students will create a background for each slide, organize report content as required for each slide, add special effects on each slide, including sound, and add transitions between the slides.

Student Materials:

Microsoft Office Suite 2007 Professional software (Word, Excel, and PowerPoint)
Microsoft Office 2007 Illustrated Series, Professional Ed., Thomson Course Technology. 2008

Teacher Materials:

Microsoft Office Suite 2007 Professional software (Word, Excel, and PowerPoint)
Microsoft Office 2007 Illustrated Series, Professional Ed., Thomson Course Technology. 2008
Net OP Broadcast Software

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

COURSE OUTLINE

Teacher's Name: Gomez		Subject: Computer 1		# of Quarters: 1	
Text (if any): MS OFFICE 2007 Prof. Ed.			Other Materials: MS OFFICE SUITE Software;Net OP Broadcast Software		
Recurring Themes, Principles, Skills or Concepts:	1)	2)	3)	4)	5)
Unit Title & Expected Start Date	Theme		Biblical Application	Key Concepts	
1)Introduction of Class Content and Rules			Proverbs 20:11; Proverbs 18:15	Communicate the course content Understand the class rules, grading and discipline policy	
Word Processing Unit			Luke 1:1-4,Romans 15:4, Acts 15:20	Demonstrate Word Processing proficiency (Creating, formatting, and printing a document)	
Spreadsheet Unit			Job 32:8,9,Matt.25:15-30,Luke 14:28-33	Demonstrate proficiency in creating a spreadsheet (Creating, formatting, perform calculations, graphing)	
4)Introduction to PowerPoint			Eccl. 9:10, Romans 6:13, Col. 3:22-23	Demonstrate proficiency in creating a slide show (Creating, formatting, adding objects and links)	
5)					
6)					
7)					
8)					
9)					
10)					

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UNIT PLANNER

Teacher's Name: Gomez		Subject: Computer 1		Period(s): 8th		
Unit #: 1	Dates - Starting: _____ Ending: _____		Total Instructional Days: 1			
Unit Title: Introduction of Class Content and Rules						
Theme: _____						
Biblical Application: Proverbs 20:11; Proverbs 18:5 A Child is known by his actions						
Key Concepts		Standards/Sub-Strands		Outcomes	Assessment	ESLRs
1) Communicate the Class Content and Rules				Return Signed Computer Content and Class Rules handout	Receipt of completed handout from "Outcomes" column	2,4
2)						
3)						
4)						
5)						
Key Activities and Methods						

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UNIT PLANNER

Teacher's Name: Gomez		Subject: Computer 1	Period(s): 8th	
Unit #: 2	Dates - Starting:	Ending:	Total Instructional Days: 7	
Unit Title: Word Processing Unit				
Theme:				
Biblical Application: Acts 15:20 There are times when writing is better than speaking				
Key Concepts	Standards/Sub-Strands	Outcomes	Assessment	ESLRs
1) Demonstrate word processing proficiency (creating, formatting, and printing a document)	1, 3, 4, 5, 6, 8, 9	Format a document following the guidelines in a classwork handout	Complete minimum req. in the handout	2,3,5
2) Demonstrate word processing proficiency (creating, formatting, and printing a document)	1, 3, 4, 5, 6, 8, 9	Complete a Practice Test	Completed Practice Test	2,3
3) Demonstrate word processing proficiency (creating, formatting, and printing a document)	1, 3, 4, 5, 6, 8, 9	Complete a competency Test	Completed Competency Test	2,3
5)				
Key Activities and Methods				

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UNIT PLANNER

Teacher's Name: Gomez		Subject: Computer 1		Period(s): 8th	
Unit #: 3	Dates - Starting:	Ending:	Total Instructional Days: 9		
Unit Title: Spreadsheet Unit					
Theme:					
Biblical Application: Job 32:8,9, Matt. 25:15-30, Luke 14:28-33					
Key Concepts	Standards/Sub-Strands	Outcomes	Assessment	ESLRs	
1)Students will explore the uses of a spreadsheet, spreadsheet vocabulary, and demonstrate skill in creating a spreadsheet	1, 3, 8, 9,	Create a simple spreadsheet	Complete min.reqs. for classwork assignment, quiz, and competency test	2,3	
2)Develop skills to generate formulas to perform calculations in a spreadsheet	1, 8, 9	Perform calculations	Complete min.req. for classwork assignment, quiz, and competency test printing in calculation and answers mode	2,3,5	
3)Demonstrate understanding of when to use a graph and how to create a graph using the data in a spreadsheet	1, 8, 9	Create a graph using information from a spreadsheet	Complete classwork assignment, quiz, and competency test that contains a graph	2,3,5	
4)					
5)					
Key Activities and Methods					

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

UNIT PLANNER

Teacher's Name: Gomez		Subject: Computer 1	Period(s): 8th	
Unit #: 4	Dates - Starting:	Ending:	Total Instructional Days: 7	
Unit Title: Introduction to PowerPoint				
Theme:				
Biblical Application: Eccl. 9:10, Romans 6:13, Col. 3:22-23				
Key Concepts	Standards/Sub-Strands	Outcomes	Assessment	ESLRs
1)Identify objects and develop skills to create a slide show presentation	1, 3, 5, 6, 8, 9	Creation of a slide show	Complete min.reqs. for classwork assignment	2,3,5
2)Develop navigation and presentation skills	1, 3, 6, 8	Present slide show to classmates using note cards	Student demonstrates ability to navigate the slides and inform classmates	2,3,4
3)				
4)				
5)				
Key Activities and Methods				

HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL

Mission Statement

"Our mission is to educate students to know Christ personally, excel academically, think biblically, and positively impact their community for Christ."

Expected Schoolwide Learning Results (ESLRs)

1. Biblical World View

Graduates of HCJH are expected to be individuals who . . .

- a) know how to study the Bible.
- b) recognize that all people are created in the image of the one true God.
- c) acknowledge the Bible as the infallible Word of God.
- d) use God's Word to discern truth.

2. Effective Communicators

Graduates of HCJH are expected to be effective communicators who . . .

- a) listen objectively and critically.
- b) understand and follow directions.
- c) write and speak clearly and accurately.
- d) express and support opinions using objective evidence.
- e) utilize various modalities effectively.
- f) can demonstrate a personal relationship with Jesus Christ verbally and in writing.

3. Proficient Learners

Graduates of HCJH are expected to be proficient learners who . . .

- a) demonstrate grade appropriate skills in reading, writing, and mathematics.
- b) have effective work habits and study skills.
- c) are self-directed and able to produce cooperatively and independently.
- d) can utilize technology.
- e) have a firm grasp of scripture and are able to apply it to life situations.

4. Personal Responsibility

Graduates of HCJH are expected to be responsible individuals who . . .

- a) show patriotism through respect for flag, country, leaders and laws.
- b) demonstrate self-control based on biblical standards.
- c) exhibit respect for others.
- d) accept the consequences and benefits of their actions.
- e) are aware of career opportunities.
- f) practice goal setting with a biblical perspective.
- g) are involved in serving the community.
- h) have a personal relationship with Jesus Christ.
- i) have the tools to share their faith.
- j) demonstrate an urgency to share their faith.

5. Problem Solvers

Graduates of HCJH are expected to be perceptive thinkers and problem solvers who . . .

- a) evaluate current topics using a biblical perspective.
- b) use available technology to obtain, access and integrate relevant information.
- c) think analytically and creatively.
- d) are well-informed and open-minded.
- e) apply academic learning to life.

6. Well-Rounded

Graduates of HCJH are expected to be well-rounded individuals who . . .

- a) have been exposed to a variety of elective opportunities and experiences.
- b) are challenged beyond academics through a variety of extracurricular activities.
- c) lead lives that are balanced intellectually, spiritually, physically and emotionally.
- d) develop an appreciation for teamwork during school activities.
- e) understand God's involvement in every area of their lives.