

# **Computer Curriculum**

## **Word of Life Evangelical Lutheran School**

### **Philosophy**

God our Father would have all men to be saved and in His final words to his disciples, Jesus commissioned them to make disciples of all nations . . . teaching them to obey everything I have commanded you. Today's technology gives a Christian many opportunities to study God's Word and share it with others. At Word of Life Lutheran School technology instruction provides tremendous opportunity for the student to apply knowledge through design and the use of materials and processes to solve real problems and to gain new knowledge from what they have learned. Critical thinking, team work, research and development, experimentation, and testing help enrich the entire learning and teaching process and provides the students with important tools for a Christian life of service. A properly designed technology program provides students with opportunities to develop their own perceptions of technology and its interrelationships with the world in which we live.

### **Objectives**

#### **Student**

- Demonstrate basic keyboarding and mouse skills.
- Understand the operation of a computer and its software and demonstrate a high level of comfort in utilizing the computer as a classroom tool.
- Develop basic operation and literacy skills and proficiencies.
- Understand and make use of the Internet for regular research, exploration and curricular projects.
- Understand and regularly use word processing, desktop publishing and curriculum integration software in correlation with class activities and work.
- Develop multimedia presentations.
- Learn to communicate via e-mail.
- Observe how technology is used in real world applications.

# Curricular Outline

## Kindergarten

### *Introduction to the Computer*

#### **Lesson One – Computer Parts**

keyboard      disk drive      monitor      software      hard drive  
printer      Central Processing Unit

#### **Lesson Two – Turning On and Off the Computer**

#### **Lesson Three – Using Programs**

handling a disk      single and double clicks of the mouse  
using the arrow key      using the enter key

#### **Follow-up – Using Teacher Loaded Software**

### *Keyboarding*

## 1<sup>st</sup> Grade

### *Computer Literacy*

**Lesson One – Review Proper Use and Handling of Software**

**Lesson Two – Turning the Computer On and Off**

**Finding Software on the Desktop or with the START button**

**Lesson Three – Using Drill and Practice Software**

**Lesson Four – Using Simulation Software**

**Lesson Five – Computer Vocabulary**

application program	CPU	disk
disk drive	eject	hardware
keyboard	monitor	printer
software	program	

**Lesson Six – Changing Windows**

**Lesson Seven – Introduction to the Internet – Using Teacher Selected Bookmarks**

**Lesson Eight – Computer Literacy Test**

### *Keyboarding*

## 2<sup>nd</sup> Grade

### *Computer Literacy*

**Lesson One – Review Proper Use and Handling of Software, Turning the Computer On and Off, and Naming of the Computer Components**

**Lesson Two – Using Drill and Practice Software**

**Lesson Three – Using Simulation Software**

**Lesson Four – Computer Vocabulary**

application program	CPU	disk
disk drive	eject	hardware
keyboard	monitor	printer
software	components	hard disk
file		

**Lesson Five – Changing Windows**

**Lesson Six – Computer Literacy Test**

**Follow-up – Using Teacher Loaded Software**

### *Word Processing*

**Lesson One – Introduction to Word**

starting the program	typing
editing using the backspace and delete	saving

**Lesson Two – Editing a Story**

opening a saved story	editing with a mouse
undo	

**Lesson Three – Highlighting Text**

words	sentences
documents	

**Lesson Four – Changing Fonts and Sizes**

**Lesson Five – Spell Checking**

picking a suggestion	changing a spelling
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**Lesson Six – More Spell Checking**

adding to the dictionary	changing all
editing words not in the dictionary	ignoring all

**Lesson Seven -- Printing a Finished Document**

print preview	printing
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### *Keyboarding*

## 3<sup>rd</sup> Grade

*Proper Use of the Computer (each year will begin with a review of the rules of the network, Internet and computer etiquette which is appropriate to the level of maturity and use of the children. Proper care of equipment will also be taught at this time)*

### **Introduction to the Computer Network**

**Lesson One – E-mail Sending**

**Lesson Two – E-mail Receiving and Maintenance**

**Lesson Three – Setting Up a Network Account**

passwords

document security

**Lesson Four -- Accessing Other Computers**

**Lesson Five – Removing Old Information**

### **Computer Literacy**

**Lesson One – Review**

**Lesson Two -- Review Proper Use and Handling of Software, Turning the Computer On and Off, and Naming of the Computer Components**

**Lesson Three – Computer Vocabulary**

application program

CPU

disk

disk drive

eject

hardware

keyboard

monitor

printer

software

components

hard disk

file

**Lesson Four – Changing Windows**

**Lesson Five – Computer Literacy Test**

**Follow-up – Using Teacher Loaded Software**

### **Word Processing**

**Lesson One – Review Word, Highlighting Text, Saving and Editing**

**Lesson Two – Reviewing Fonts, Sizes and Spell Checking**

**Lesson Three – Justifying Text**

**Lesson Four – Moving Text**

highlighting text

drag and drop

click and hold

**Lesson Five – Copying and Pasting**

**Lesson Six – Making Borders**

**Lesson Seven – Review Spell Checking and Printing**

### **Keyboarding**

## 4<sup>th</sup> Grade

*Proper Use of the Computer (each year will begin with a review of the rules of the network, Internet and computer etiquette which is appropriate to the level of maturity and use of the children. Proper care of equipment will also be taught at this time)*

### **Introduction to the Computer Network**

- Lesson One – Review E-mail and Accounts**
- Lesson Two – Accessing Other Computers**
- Lesson Three – Removing Old Information**
- Lesson Four – Moving Data**

### **Computer Literacy**

#### **Lesson One – Review**

#### **Lesson Two – Computer Vocabulary**

application program	CPU	disk
disk drive	eject	hardware
keyboard	monitor	printer
software	components	hard disk
file		

#### **Lesson Three – Computer Literacy Test**

#### **Follow-up – Using Teacher Loaded Software**

### **Word Processing**

**Lesson One – Review Word, Highlighting Text, Fonts, Sizes and Spell Checking, Saving and Editing**

**Lesson Two – Reviewing Justifying Text, Moving Text, Copying, and Pasting**

**Lesson Three – Reviewing Making Borders, Spell Checking, and Printing**

**Lesson Four – Making Tables**

**Lesson Five – Making Columns**

**Lesson Six – Making Lists**

**Lesson Seven – Review**

### **Graphical Design**

#### **Lesson One – Making a Poster**

importing a picture	putting in and moving text
saving	

#### **Lesson Two – Resizing Graphics**

moving	resizing
rotating and skewing	

#### **Lesson Three – Exporting Graphics to Word Processors and Publishers**

***Desktop Publishing***

- Lesson One – Using a Template**
- Lesson Two – Making a Banner**
- Lesson Three – Making a Calendar**
- Lesson Four – Designing an Envelope**
- Lesson Five – Origami**
- Lesson Six -- Review**

***Introduction to the Internet***

- Lesson One – Introduction to the Internet**
- Lesson Two – Art on the Internet**
- Lesson Three – Search for Sites and Bookmarks**
- Lesson Four – Downloading Information from the Internet**
- Lesson Five – Editing Internet Information and Using it in a Document (Part One)**
- Lesson Six -- Editing Internet Information and Using it in a Document (Part Two)**
- Lesson Seven – E-mail**

***Keyboarding***

## **5<sup>th</sup> Grade**

*Proper Use of the Computer (each year will begin with a review of the rules of the network, Internet and computer etiquette which is appropriate to the level of maturity and use of the children. Proper care of equipment will also be taught at this time)*

### **Computer Network**

**Lesson One – Review**

### **Computer Literacy**

**Lesson One – Review**

**Lesson Two – Computer Literacy Test**

**Follow—up**

### **Internet**

**Lesson One – Review Introduction, Search for Sites, Bookmarks, and Downloading Information from the Internet**

**Lesson Two – Review Internet Etiquette, Copyright and E-mail**

**Lesson Three – Downloading Programs, Maintaining Good Bookmarks and Copyright and E-mail**

**Lesson Four – Maintaining Good Bookmarks**

**Lesson Five – Downloading Programs**

### **Word Processing**

**Lesson One – Review Word, Highlighting Text, Fonts, Sizes, Spell Checking, Saving, Justifying Text, Moving Text, Copying, Pasting, Borders and Printing**

**Lesson Two – Reviewing Tables, Columns, Lists and Editing**

**Lesson Three – Using Find, Replace and Saving As**

**Lesson Four – Other View and Tool Functions**

**Lesson Five – Review**

### **Desktop Publishing**

**Lesson One – Review Using the Page Wizard, Making a Banner, Calendar and Envelope**

**Lesson Two – Making a Card**

**Lesson Three – Designing a Flyer**

**Lesson Four – Designing a Greeting Card and Invitation**

**Lesson Five – Review**

### **Graphical Design**

**Lesson One – Importing Other Graphics**

**Lesson Two – Multimedia Graphics**

**Lesson Three – Three D Graphics**

**Lesson Four – Review**

**PowerPoint****Lesson One – Browsing the Menu Bar****Lesson Two -- Creating Slides**

Opening PowerPoint  
Choosing a Background  
Creating a Border  
Saving a Card

**Lesson Three – Adding to a Slide**

Adding Text  
Adding Clip Art  
Printing the Slide

**Lesson Four – Adding Buttons**

Invisible Buttons  
Visible Buttons  
Adding Sound

**Lesson Five – Editing Buttons**

Adding Transitions  
Editing Buttons  
Editing Button Actions

**Lesson Six – Creating Additional Slides**

Erasing the Background  
Getting the File

**Lesson Seven – Editing**

Creating Magic Buttons  
Recording Sound

**Lesson Eight – Linking Slides****Lesson Nine – Card Add-ons**

Drawing a Border  
Scaling Artwork

**Keyboarding**

## 6<sup>th</sup> Grade

*Proper Use of the Computer (each year will begin with a review of the rules of the network, Internet and computer etiquette which is appropriate to the level of maturity and use of the children. Proper care of equipment will also be taught at this time)*

### Computer Network

#### Lesson One – Review

### Computer Literacy

#### Lesson One – Computer Literacy Test

#### Lesson Two – Terminology – The Computer

Motherboard	chips	RAM	ROM	CPU
slots	SIMMS	video card	modem	CD-ROM
disk drive	hard drive	flash drive	mhz	bits
bytes	megabytes	kilobytes		

#### Lesson Three – Terminology – Input Devices

voice	mouse	keyboard	pad	trackball
scanner	flash drive	5 ¼ drive	modem	Ethernet
read / write	parallel port	serial port	sound card	video in
audio in	video camera	digital camera	hard drive	CD-ROM
MIDI	laser disk			

#### Lesson Four – Terminology – Output Devices

monitor	video card	audio card	modem	parallel port
serial port	printer	disk drives	CD-ROM	video out
audio out	MIDI	LCD		

#### Lesson Five – Terminology Review

#### Follow-up

### Internet

#### Lesson One – Review Introduction, Search for Sites, Bookmarks and Downloading Information from the Internet

#### Lesson Two – Review Internet Etiquette, Downloading Programs, Maintaining Good Bookmarks and Copyright & E-mail

#### Lesson Three – Review Internet

### Word Processing

#### Lesson One – Review Word, Highlighting Text, Fonts, Sizes, Spell Checking, Saving, Justifying Text, Moving Text, Copying, Pasting, Borders, Printing, Tables, Columns, Lists, Find, Replace, Saving As and Editing

#### Lesson Two – Review Insert and Format, Tables, Other View and Tools Functions

#### Lesson Three – Review

***Desktop Publishing***

**Lesson One – Review Using the Page Wizard, Making a Banner, Calendar, Envelope, Making a Card, Designing a Flyer, Designing a Greeting Card, Invitations**

**Lesson Two – Newsletter (Part One)**

**Lesson Three – Newsletter (Part Two)**

**Lesson Four – Three Panel Brochure (Part One)**

**Lesson Five – Three Panel Brochure (Part Two)**

**Lesson Six -- Review**

***Graphical Design***

**Lesson One – Advanced Graphics (Part One)**

**Lesson Two – Advanced Graphics (Part Two)**

***PowerPoint***

**Lesson One – Review PowerPoint**

**Lesson Two – Make a project of 4 slides using at least one tool from each of last year's lessons**

**Lesson Three – Finish Projects**

**Lesson Four – Changing Projects**

**Lesson Five – Working with Color**

Replacing Colors

Exchanging Colors

Setting the Eraser Colors

Editing a Button

**Lesson Six – Creating a Card with Animation**

Copying Clip Art

Adding Graphics

Animating the Picture

**Lesson Seven – Testing Functions**

Button One

Button Two

Button Three

Button Four

Retrieving the Test Files

**Lesson Eight – Playing a Movie**

**Lesson Nine – Playing a DVD**

**Lesson Ten – Creating a HyperLink**

**Lesson Eleven – Using Templates and Ready Made Cards**

***Keyboarding***

## **7<sup>th</sup> Grade**

*Proper Use of the Computer (each year will begin with a review of the rules of the network, Internet and computer etiquette which is appropriate to the level of maturity and use of the children. Proper care of equipment will also be taught at this time)*

### **Spreadsheets**

#### **Lesson One – Taking Stock**

Reading a Stock Market Line

#### **Lesson Two – Choosing a Stock**

#### **Lesson Three – Setting Up a Spreadsheet**

Rows and Columns

Saving

Adding Columns

#### **Lesson Four – Calculating Profit and Loss**

#### **Lesson Five – Percentage Change and Other Calculations**

#### **Lesson Six – Graphs**

#### **Lesson Seven – Exporting Data into a Word Processing Document**

#### **Lesson Eight – Exporting to a Data Base**

#### **Lesson Nine – Winning Big in the Stock Market Game**

### **Data Base**

#### **Lesson One – Library Books**

#### **Lesson Two – Creating Fields**

#### **Lesson Three – Inputting Data**

#### **Lesson Four – Creating Tables**

#### **Lesson Five – Exporting to Spreadsheets**

#### **Lesson Six – Updating and Maintaining Records**

### **Computer Network**

#### **Lesson One – Review**

### **Computer Literacy**

#### **Lesson One – Terminology Review**

#### **Lesson Two -- Computer Literacy Test**

#### **Lesson Three –Properly Backing Up the System**

#### **Lesson Four – System Maintenance**

#### **Lesson Five – CyberCrime**

#### **Follow-up**

### **Internet**

#### **Lesson One – Review Introduction, Search for Sites, Bookmarks and Downloading Information from the Internet**

#### **Lesson Two – Review Internet Etiquette, Downloading Programs, Maintaining Good Bookmarks and Copyright & E-mail**

#### **Lesson Three – Review Internet**

***Word Processing***

**Lesson One – Review Word, Highlighting Text, Fonts, Sizes, Spell Checking, Saving, Justifying Text, Moving Text, Copying, Pasting, Borders, Printing, Tables, Columns, Lists, Find, Replace, Saving As and Editing**

**Lesson Two – Review Insert and Format, Tables, Other View and Tools Functions**

**Lesson Three – Making Outlines**

**Lesson Four -- Review**

***Desktop Publishing***

**Lesson One – Review Using the Page Wizard, Making a Banner, Calendar, Envelope, Making a Card, Designing a Flyer, Designing a Greeting Card, Invitations**

**Lesson Two – Review Newsletter**

**Lesson Three – Three Panel Brochure**

**Lesson Four -- Review**

***Graphical Design***

**Lesson One – Advanced Graphics (Part One)**

**Lesson Two – Advanced Graphics (Part Two)**

***PowerPoint***

**Lesson One – Review PowerPoint**

**Lesson Two – Make a project of 6 slides using at least one tool from each of last year's lessons**

**Lesson Three – Continue Projects**

**Lesson Four – Finish Projects**

**Lesson Five -- Changing Projects**

***WebDesign***

**Lesson One – Placing Text and Graphics on the Page**

**Lesson Two – Creating Links**

**Lesson Three – Adding Another Page**

**Lesson Four – Adding Another Page**

***Keyboarding***

## **8<sup>th</sup> Grade**

*Proper Use of the Computer (each year will begin with a review of the rules of the network, Internet and computer etiquette which is appropriate to the level of maturity and use of the children. Proper care of equipment will also be taught at this time)*

### ***Spreadsheets***

- Lesson One – Averaging Grades**
- Lesson Two – Linking Books**
- Lesson Three – Printing a Report Card**
- Lesson Four – Making a Checkbook Register**
- Lesson Five – Calculations**

### ***Data Base***

- Lesson One – Classroom Inventories**
- Lesson Two – Creating Fields**
- Lesson Three – Inputting Data**
- Lesson Four – Creating Tables**
- Lesson Five – Exporting to Spreadsheets**
- Lesson Six – Updating and Maintaining Records**

### ***Computer Network***

- Lesson One – Review**

### ***Computer Literacy***

- Lesson One – Terminology Review**
- Lesson Two -- Computer Literacy Test**
- Lesson Four – CyberCrime**
- Follow-up**

### ***Internet***

- Lesson One – Review Introduction, Search for Sites, Bookmarks and Downloading Information from the Internet**
- Lesson Two – Review Internet Etiquette, Downloading Programs, Maintaining Good Bookmarks and Copyright & E-mail**
- Lesson Three – Review Internet**

### ***Word Processing***

- Lesson One – Review Word, Highlighting Text, Fonts, Sizes, Spell Checking, Saving, Justifying Text, Moving Text, Copying, Pasting, Borders, Printing, Tables, Columns, Lists, Find, Replace, Saving As and Editing**
- Lesson Two – Review Insert and Format, Tables, Other View and Tools Functions**
- Lesson Three – Making Outlines**
- Lesson Four -- Review**

***Desktop Publishing***

**Lesson One – Review Using the Page Wizard, Making a Banner, Calendar, Envelope,  
Making a Card, Designing a Flyer, Designing a Greeting Card, Invitations**

**Lesson Two – Newsletter**

**Lesson Three – Three Panel Brochure**

**Lesson Four -- Review**

***PowerPoint***

**Lesson One – Review PowerPoint**

**Lesson Two – Make a project of 6 slides using at least one tool from each of last year's  
lessons**

**Lesson Three – Continue Projects**

**Lesson Four – Finish Projects**

**Lesson Five -- Changing Projects**

***WebDesign***

**Lesson One – Placing Text and Graphics on the Page**

**Lesson Two – Creating Links**

**Lesson Three – Adding Another Page**

**Lesson Four – Adding Another Page**

***Keyboarding***

To assure that proper technology education occurs in our school, the principal endeavors to educate the faculty and staff and meet as many of the following goals as possible.

### **Faculty / Staff**

- Faculty uses personal classroom computers for administrative tasks and applicable research.
- Faculty and staff are to be comfortable with the use of Microsoft Office as a word processor, database and spreadsheet.
- Faculty and staff keep appropriate classroom records and grades on the computer.
- Faculty and staff regularly and comfortably use e-mail for communication.
- Faculty and staff regularly use the Internet for information and access, research and learning.
- Faculty integrates software with the curriculum as it is fitting and beneficial.
- Faculty integrates software and Internet resources with classroom lesson preparation and presentation.
- Faculty and staff are comfortable in and proficient with the use of the computer, peripherals, operating system, CD Rom and the loading and use of software.
- Faculty and staff become aware of PowerPoint presentation software and use Publisher for sign, poster and calendar production.
- Faculty and staff are aware of and follow laws in relation to software and piracy.
- Faculty and staff are aware of and practice steps to prevent computer viruses.
- Faculty and staff regularly back-up important files.
- Faculty and staff become comfortable with scanning documents into the computer.
- Faculty and staff assist in developing and maintaining a school web page.
- Faculty and staff learn how to properly use remote access of school files.
- Faculty and staff become comfortable with downloading and using digital pictures and music.