COMPUTER SCIENCE PROJECT

Students may earn credit when completing a tutorial software program of your choice as well as the following assignments. Software needs to include tutorials for a word processor, a database, a spreadsheet, a web browser, and an email program (Microsoft Office, Open Office, or another computer program).

Students must complete all software tutorials before beginning assignments. As the activities are completed, the supervisor/parent is to enter completion date, completion time, and initial each assignment. Students must demonstrate the personal ability to apply each of the objectives listed. The Computer Science Progress Chart will help track the student's progress.

WORD PROCESSING

OBJECTIVES:
- Utilize cut and paste.
- Utilize copy and paste.
- Insert date.
- Insert page numbers.
- Insert page break.
- Utilize undo feature.
- Change justification.
- Change font style and size.
- Set tabs.
- Add footnotes.
- Utilize double spacing.
- Utilize spell check.
- Utilize grammar check.
- Utilize computer graphics.
- Edit text.

Complete Tutorial

Completion Date _____ Total Work Time: _____ Initial _____

Assignment 1
- Compose and type a letter.
- Justify left.
- Justify right.
- Justify center.
- Center on page.
- Format in three different fonts.
- Utilize spelling check to locate errors.
- Use computer wrap feature.
- Save and print all letters.

Completion Date _____ Total Work Time: _____ Initial _____

Word Processing – continued

Assignment 2
- Type a poem.
- Set tabs.
- Center on page.
- Use different fonts for title and text.
- Format using single space.
- Format using double space.
- Save and print all poems.

Completion Date _____   Total Work Time: _____   Initial _____

Assignment 3
- Design a graduation announcement (with graphics).
- Save and print announcement.

Completion Date _____   Total Work Time: _____   Initial _____

Assignment 4
- Design a party invitation (with graphics).
- Save and print invitation.

Completion Date _____   Total Work Time: _____   Initial _____

Assignment 5
- Design a church bulletin (with graphics).
- Save and print bulletin.

Completion Date _____   Total Work Time: _____   Initial _____

DATABASE

OBJECTIVES:
- Create a database for labels and letters.
- Add, edit, and delete data.
- Sort information.

Complete Tutorial

Completion Date _____   Total Work Time: _____   Initial _____

Assignment
- Create a database of 10 names with addresses.
- Sort database alphabetically.
- Print mailing labels using database records (may be printed on regular paper).

Completion Date _____   Total Work Time: _____   Initial _____

SPREADSHEET

OBJECTIVES:
- Open a new file as a spreadsheet.
- Organize a useful spreadsheet.
- Enter text, numbers, and formulas.
- Format cells.
- Copy and move cells.
- Insert and delete rows, columns, and blocks.
- Print a spreadsheet.
- Create a chart from a spreadsheet.

Complete Tutorial

Completion Date _____ Total Work Time: _____ Initial _____

Assignment
- Create an annual budget, entering amounts for tithe/offerings, rent, utilities, telephone, automobile, insurance, clothing, food, entertainment, gifts, savings, and miscellaneous. Include one row each for *total, gross income, net income, and net funds available*.
- Enter formulas that will calculate the above entries.
- Create a chart of the calculations.
- Copy the spreadsheet to a word processing file.
- Copy the chart to a word processing file.
- Save and print all samples.

Completion Date _____ Total Work Time: _____ Initial _____

INTERNET BASICS

OBJECTIVES:
- Navigate and search a website.
- Create and send an email.
- Create and send an email with an attachment.

Complete Tutorial

Completion Date _____ Total Work Time: _____ Initial _____

Assignment 1
- Go to Lighthouse Christian Academy's website at www.LCAed.com.
- Print the home page in black and white.
- Navigate to the **Graduation** page on the LCA website.
- Print one of the LCA Graduation requirements (Honors, College Prep, General, or Vocational Diploma).
- From the LCA Graduation requirements page, go to **Accelerated Christian Education's (A.C.E.)** home page.
- Print the A.C.E. home page in black and white.
- Navigate to the A.C.E. Store.
- At the A.C.E. Store page, navigate to the Search option.
- In the Search option, enter *Health*.
- Print the results for the curriculum available under the *Health* search.

Completion Date _____ Total Work Time: _____ Initial _____

Internet Basics – continued

Assignment 2
- Create a new email. Address it to your school/parent's email address (as applicable).
- In the subject line, add: Computer Science Project.
- Carbon copy (cc:): Parent's email address and your supervisor's email address (campus-based schools only).
- In the body of the letter, address your supervisor/parent, and inform him or her that you are completing your Internet project.

        Completion Date _____ Total Work Time: _____ Initial _____

Assignment 3
- Go to www.aceministries.com.
- Navigate to the A.C.E. Downloads page.
- Click on the Student Programs link.
- Save document to your Desktop.
- Create a new email. Address it to your school or parent's email address.
- In the subject line, type Student Programs Brochure.
- Attach the document from your Desktop to your email.
- Send.

        Completion Date _____ Total Work Time: _____ Initial _____

COMPUTER SCIENCE PROGRESS CHART

Computer Program	Project	Completion Date	Time Worked
Word Processing			
	Tutorial	_____	_____
	Assignment 1	_____	_____
	Assignment 2	_____	_____
	Assignment 3	_____	_____
	Assignment 4	_____	_____
	Assignment 5	_____	_____
Database			
	Tutorial	_____	_____
	Assignment	_____	_____
Spreadsheet			
	Tutorial	_____	_____
	Assignment	_____	_____
Internet Basics			
	Tutorial	_____	_____
	Assignment 1	_____	_____
	Assignment 2	_____	_____
	Assignment 3	_____	_____
		Total Hours Worked	_____

Record all activity dates and times from your Computer Science Student Activity Sheets. Sign and date below, attach all printouts, and return to your supervisor/parent.

Student: I, _____, certify that I have completed the above assignments to the best of my ability.

Supervisor/Parent: I certify that _____ has completed all assignments to earn credit for Computer Science.

Student Signature _____ Date: _____

Supervisor/Parent Signature _____ Date: _____

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