



MIDDLE SCHOOL CURRICULUM GUIDE

Crossroads Christian School

CCS Instructional Philosophy Statements

Language Arts Philosophy Statement

As an image-bearer of God, mankind is also a communicative being and is therefore responsible for communicating with God and fellow humans. In His goodness, He presented us with the wonderful gift of communication and so allows us to hear, listen, speak, write, and read. Isaiah 50:4 states, “The Lord God has given me the tongue of the learned, that I should know how to speak a word in season to him who is weary. He awakens me morning by morning; He awakens my ear to hear as the learned.” Therefore, the equipped student needs to master language to fulfill the Great Commission effectively (Matthew 28:18-20).

Math Philosophy Statement

Mathematics instruction points to God’s nature as revealed in creation in that it has logical order, patterns, measurement, and absolute standards. Understanding these laws of mathematics will lead students to develop a mastery of math concepts. (Romans 1:19-20; Jeremiah 33:25; Psalm 33:6-11; Psalm 104:24)

Science Philosophy Statement

“In the beginning God...” (Genesis 1:1) Science is the observation of creation and how it aligns with the truth of Scripture. The study of science will expose students to the order of the universe using instruction, inquiry-based experiments, demonstrations, and technology that show Science to be observable, repeatable, and measurable through a biblical framework. The ultimate goal will be for the development of a worldview incorporating a biblically consistent view of Science, which reflects knowledge of the character of God as the omnipotent Creator and sustainer of all things, both visible and invisible. (Col. 1:16-17)

History Philosophy Statement

God created mankind to reflect His character and to be instruments of His redemptive plan (Eph. 1:3-14). Through the studies of history, government, culture, and geography, students will see that God is the sovereign orchestrator of human events and sustainer of the world and everything in it (Acts 17:26-28). He governs the rise and fall of governments and societies, and their response to God’s law determines whether a people is blessed or cursed (Deut. 28). As image-bearers of God, mankind is capable of engaging in the First Commission, to rule over all the earth (Gen. 1:26-28), and to do so in harmony with God and mankind. It is up to the people of God to learn from the testimonies of those who came before us (Ps. 78:1-7) and to become virtuous citizens, responsible shapers of culture, and active participants in the furtherance of the Gospel of Christ.

Bible Philosophy Statement

As the inspired, infallible, and inerrant Word of God, the Bible alone is the final authority in all matters of faith and conduct. As it is the written revelation of God, its study is to be at the center of any comprehensive worldview. Personal knowledge of God, through faith in Jesus Christ, His Son, brings transformation of one’s inner character so that God’s glory is progressively displayed in the surrounding community and culture. A true understanding of Biblical theology provides confidence in the proclamation of the Gospel, meaningful service in the local community, and Spirit-filled worship. (2 Timothy 3:16; 2 Peter 1:2-4; 2 Peter 1:21-22; Hebrews 11:3; John 17:17-23; Psalm 19:7-11; Romans 12:1-2)

Fine Arts Philosophy Statement

God is our Creator. He uses his creativity to visually express himself and aspects of his character to man. There is beauty, purpose, order, and intent throughout all of God’s creation. The Fine Arts are ways in which man, who is made in the image of God, can creatively communicate thoughts and ideals using visual and auditory language. (Genesis 1:1-1-2:3)

Physical Education Philosophy Statement

Physical Education teaches that the body, the temple of the Holy Spirit, is the tool through which we serve God. Employing healthy habits helps us develop and care for the unique temple that God created each of us to be. Instruction in sportsmanship teaches that whether we win or lose, our testimony provides opportunities to serve God effectively and share His love with others. (I Corinthians 6:19-20)

Library, Media, and Technology Philosophy Statement

All knowledge begins with God, so His Word will always be given preeminence. Based on this principle, our library, media, and technology sources will endeavor to provide an array of literature, educational materials, information, and technology experiences to allow students opportunities to expand their knowledge base, obtain skills to minister effectively in the modern world, and fulfill classroom assignments for God’s glory. (Proverbs 13:3)

CCS Philosophy Statement for Study Skills and High School Prep

The middle school years are a time of physical, spiritual, and emotional change. Study skills is designed to assist students in becoming more mature and responsible. Providing tasks and techniques that call for greater organization and study skills give the student the building blocks necessary for a successful academic experience, as well as helping them to become independent learners. God has equipped each student with the ability to work with order and perform to the best of their abilities as image bearers of Christ. (2 Timothy 2:15; 1 Corinthians 14:40; Ecclesiastes 9:10; Titus 2:7)

Introduction to Middle School

Middle School is a time of constant change for students. The curriculum at CCS recognizes the challenges at this stage of development for young teens. The main focus of the academic program at this level is to prepare students to be successful in high school. As a result, CCS offers an academically challenging middle school curriculum. In addition, organization, study skills, time management, and critical thinking are distinctive of every class and subject.

All middle school students at CCS take the daily core subjects of Language Arts, Math, Science, Social Studies, and Bible. The Language Arts curriculum receives special attention at the middle school level because of the vital importance of writing and reading comprehension to all subjects, and especially to a student’s ability to succeed in high school. As a result, extra time is allotted in the middle school schedule for Language Arts. All middle school students will receive at least seven periods of teaching in the Language Arts classroom per week. In addition to the core subjects, students will take two to three hours per week of computer classes.

Middle school students will also take a different enrichment class each quarter. Students at this level do not get to choose which enrichment courses they wish to take. The goal with these classes is to expose middle school students to a variety of classes so they are better equipped to narrow their interest areas in high school. Please see the enrichment course descriptions for more detail.

Students are encouraged to get involved with the various ACSI competitions, like Math Olympics and the Art Festival. From Beta Club to athletics, middle school students at CCS are given a variety of ways to express themselves beyond the classroom.

EXTRACURRICULAR ACTIVITIES

Junior Beta Club

Open to 7th-9th students who maintain the criteria for membership (see CCS [Beta Club web page](#)). Beta Club members will be involved in numerous leadership and community service activities throughout the school year.

Student Council

Students are elected by their classes to serve for the entire year. Students must meet minimum grade requirements. Conduct and character will also be considered when nominated. Students will be expected to help organize and lead numerous activities, both at school and in the community, throughout the school year.

Middle School/JV Athletics

Girls Volleyball

Girls and Boys Soccer

Girls and Boys Basketball

Girls and Boys Golf

Tennis

Softball

Baseball

Girls Cheerleading

Cross Country

Middle School Enrichment Classes

ART

Students will gain an intermediate knowledge of art and art history as they relate to personal, historical, cultural, and social contexts of different works. They will gain applicable knowledge and understanding of the basic principles and elements of art in a variety of mediums. Students will learn and develop age-appropriate techniques and skills while expressing their own unique and personal ideas, feelings, and responses in the creation of original compositions. Students will practice techniques learned in Master Studies. Students will also keep a sketchbook/journal throughout the quarter.

Time Allotment: 50 minutes per day, 1 day per week (2 semesters)

- Instructional Goals:**
- Introduce & assess vocabulary for mediums, techniques, elements, and principles.
 - Introduce 2D as well as 3D forms of art.
 - Instruct proper techniques for all mediums.
 - Introduce and test students on intermediate color theory (primary, secondary, analogous). Students will mix and use colors according to instruction.
 - Introduce intermediate drawing techniques (perspective drawing, adding form).
 - Achieve acceptable craftsmanship and interesting compositions.
 - Involve each student in collaborative projects—to encourage group brainstorming and accepting others' ideas and opinions.
 - Review following rules and expectations in a creative space.
 - Assign students to art room cleanup and care duties.
 - Introduce Art History and study Masters of art.

PHYSICAL EDUCATION

Students will be introduced to and become experienced in a variety of team sports, with particular focus being placed on soccer and basketball. Daily participation, dress, and attitude will be assessed in order to discipline students into proper habits that successful athletic performance requires. Exercises will be employed to help students improve their overall body fitness. Individual hard work, teamwork, and sportsmanship will be emphasized so that students can both learn how to contribute to team success and learn how to handle losing with an attitude that honors God. The course will be guided by a growing understanding of how to think Biblically about sports and physical fitness.

Time Allotment: 50 minutes per day, 5 days per week (1 semester)

- Instructional Goals:**
- Learn the value of proper stretching and dieting to support and healthy workout plan.
 - Gain knowledge of a variety rules and confidence in performing skills associated with teams sports.
 - Understand and practice teamwork and sportsmanship.
 - Appreciate the value of both self-discipline and peer motivation.
 - Learn what the Bible says concerning strength and health and allow this knowledge to be the basis of our motivation to work hard towards goals of physical fitness.
 - Feel the difference that physical health has on the other aspects of one's life.

MUSIC

Music Theory - Students will study and practice music theory through reading and writing music. They will use critical thinking skills to analyze the way music is organized.

Performance - Students will demonstrate mastery of musical skills and concepts at appropriate levels. They will learn to participate in music as musicians through singing, playing instruments, composing, and responding to music with movement.

Music History - Students will understand aspects of music history and ways in which music fits into today's culture. They will become familiar with the distinguishing musical characteristics that classify the major historical periods of music.

Analysis, Evaluation, and Critique - Students will listen to, respond to, reflect on, analyze, interpret, evaluate, and critique music.

Aesthetics - Students will reflect on the sensory, emotional, and intellectual qualities of music. By experiencing and evaluating musical compositions and performances, students will have the opportunity to understand meaning in music and recognize the contribution music makes to the enrichment of life.

Time Allotment: 51 minutes per day, 1 day a week (2 semesters)

- Instructional Goals:**
- Develop understanding of music through musical experiences including singing, playing instruments, dancing, performing, composing, listening, and responding to music.
 - Develop the ability to read and notate music.
 - Create works of music that express thoughts and emotions and put them into forms of musical expression.
 - Demonstrate understanding of the relationship of music to history and culture.
 - Make connections between music and other fields of knowledge.
 - Nurture a lifelong appreciation for music as an integral component of an educated society.

INTRODUCTION TO SPANISH

Students will gain an introductory knowledge of Spanish vocabulary, grammar, and the cultures of Spanish-speaking countries. Students will learn vocabulary through themed lessons. Students will also learn basic present tense verb conjugations and put them together with vocabulary to speak in simple sentences. Students will understand how Spanish can be useful to their daily lives and in fulfilling the Great Commission.

Time Allotment: 50 minutes per day, 2 days a week (2 semesters)

- Instructional Goals:**
- Gain introductory vocabulary (topically by lesson).
 - Learn to conjugate and use basic present tense verbs.
 - Learn basic parts of speech and their place in simple sentences in Spanish grammar.
 - Memorize and understand basic greetings, responses, and phrases for polite interaction.
 - Translate and respond to simple questions and sentences.
 - Learn appropriate pronunciation of Spanish words.
 - Recognize some basic English/Spanish cognates.
 - Construct simple sentences about familiar topics.
 - Give a short oral presentation on topics covered in class.
 - Keep an organized notebook containing designated handouts in class.



BIBLE

Students will survey the Biblical meaning of wisdom and a variety of examples of wisdom displayed in the lives of men and women in the Bible. An in-depth study of the book of Proverbs will provide the basis for further reflection on the various aspects of wisdom. Learning will be obtained through reading, researching, personal reflection, group collaboration, class discussion, and verse memorization. Emphasis will be placed on the purpose of wisdom within the overall framework of God's kingdom as revealed in Scripture. Students will be challenged to trust in Jesus Christ as both the model and means of true wisdom, so that their lives may successfully reflect Him and bring glory to God.

Textbook(s): *Wise Up: Wisdom In Proverbs*. Whitakers, NC: Positive Action Bible Curriculum, 2003.

Time Allotment: 51 minutes per day, 5 days a week (2 semesters)

- Instructional Goals:**
- Learn the meaning of the wisdom in the Bible and how it is obtained.
 - Trust in Christ as the revelation of the wisdom of God.
 - Discern how sin affects human perception and practice of truth.
 - Discover how the Holy Spirit desires to produce the character of Christ in us.
 - Analyze the literary features and theological themes of the book of Proverbs.
 - Be able to identify a variety of the types of parallelism found in Hebrew poetry.
 - Make personal applications for the use of wisdom in daily life.
 - Understand how to live a successful and meaningful life that brings good to the world and glory to God.

LANGUAGE ARTS

Students will examine vocabulary, grammar, writing, and literature through the use of reading, writing, discussion, and research. Emphasis will be placed on grade-appropriate vocabulary words, capitalization, punctuation, parts of speech, sentences, paragraphs, summaries, outlines, essays, and literature. Furthermore, students will utilize a Biblical perspective to investigate a variety of literature selections.

Textbook(s): *Vocabu-Lit: Building Vocabulary Through Reading*. Level G. Des Moines, Iowa: Perfection Learning, 2015.
Exploring Themes in Literature. Fifth Edition. Greenville, South Carolina: BJU Press, 2021.
Writing and Grammar 7. Third Edition. Greenville: BJU Press, 2005.

Time Allotment: 50 minutes per class, 7 times per week (meets twice two days per week) (2 semesters)

- Instructional Goals:**
- Master pronunciation, spelling, definitions, synonyms, and antonyms of grade level vocabulary words.
 - Utilize correct capitalization and punctuation.
 - Identify the eight parts of speech.
 - Write sentences correctly.
 - Explore outline form and create outlines.
 - Compose various essays including introduction, body paragraphs, conclusions, thesis statement, hook sentence.
 - Examine plot, character, and setting in various literature selections.
 - Analyze various literary works through plot, characterization, and theme.

7th MATH

Students will use the Common Core State Standards for Mathematical Practice and Content as the foundation of this course. Students will gain a deeper understanding of topics through inductive reasoning and exploration while developing communication and problem-solving skills through guided and written practice, manipulatives, and discussion. Emphasis is placed on mastering fewer and more focused standards, conceptual understanding of key ideas, and continual building on what has been previously taught. Key ideas include operations with integers; rational numbers and equations; proportions and variation; percents; similarity and transformations; surface areas of solids; volumes of solids; data analysis and samples; and probability.

Textbook(s): *Big Ideas Math: Modeling Real Life*. Red Edition. Big Ideas Learning. Erie, 2019. ISBN 13:978-1-63598-903-8

Time Allotment: 51 minutes per day, 5 days a week (2 semesters)

Instructional Goals:

- Analyze proportional relationships and use them to solve real-world and mathematical problems.
- Apply and extend previous understandings of operations with fractions to add, subtract, multiply and divide rational numbers.
- Use properties of operations to generate equivalent expressions.
- Solve real-life and mathematical problems using numerical and algebraic expressions and equations.

LIFE SCIENCE

Life Science is the study of cells, heredity, biological populations and their changes over time. In life science, students will learn about the observations people have made about living things, and what can be inferred from those observations. Students will also develop the skills necessary to make sound observations on their own. The major topics that are covered throughout the year are: classifying living things, life and cells, cell structure, activities of cells, cell division, genetics of organisms, genetic changes, biblical creationism, biological evolution, invertebrates (sponges, jellyfish, worms, mollusks, arthropods, and echinoderms), vertebrates (fish, amphibians, reptiles, birds, and mammals), and animal behavior. Finally, students will learn what God says about life and living things and about the principles He has given to direct our decision making. Students will study scientific concepts through reading, recording, classifying, measuring, observing, hypothesizing, analyzing, evaluation, inferring, teaching groups, technology, and hands-on experiments.

Textbook(s): *Life Science*. Greenville: BJU Press, 2019 5th edition ISBN 978-1-62856-401-3
Life Science Lab Manual. Greenville: BJU Press, 2019 5th edition. ISBN 978-1-62856-403-7
Life Science Teacher's Edition. Greenville: BJU Press, 2019 5th edition. ISBN 978-1-62856-404-4

Time Allotment: 50 minutes per day, 5 days a week (2 semesters)

Instructional Goals:

- Increase knowledge of God through the study of Life Science.
- Recognize the parallels between scripture passages and life science.
- Classify living things.
- Analyze life and cells.
- Discuss cell structure, activities of cells, and cell division.
- Investigate genetics of organisms, genetic changes.
- Expose and promote biblical creationism.
- Examine biological evolution and inheritance patterns.
- Study invertebrates: sponges, jellyfish, worms, mollusks, arthropods, and echinoderms.
- Study vertebrates: fish, amphibians, reptiles, birds, and mammals.
- Understand animal behavior.

WORLD STUDIES

World Studies is the story of people and their relationship to God. This story includes people and cultures from the Dark Ages to the present in all parts of the world. The students will survey this history through the use of reading, writing, discussion, and research. In World Studies the emphasis is on three major components: history, geography, and culture. This introduction to world history is built around geographic areas but still focuses on culture.

Textbook(s): *World Studies*. Fifth Edition. Greenville: BJU Press, 2023.

Time Allotment: 51 minutes per day, 5 days a week (2 semesters)

- Instructional Goals:**
- Appreciate and comprehend the past as it relates to the present.
 - Distinguish God's leading in historical events.
 - Examine the record of God's dealing with man.
 - Relate how obedience to or rebellion against God has affected different nations.
 - Interpret maps and other geographic representations and tools to acquire and report information.
 - Identify the basic differences between the major forms of government.
 - Examine ways a nation's economy can influence its moral and political character.
 - See how all people reflect God's image.

COMPUTER

Students will continue to build basic computer knowledge and keyboarding skills. Students will enhance and improve computer skills in areas including word processing, spreadsheets, presentation and multimedia, database, and Internet. Emphasis will be placed on Internet safety and protecting themselves when utilizing social media. Upon completion, students should be comfortable with computer programs often used to enhance classroom research and presentations for current and future classes. Products of this class include, but are not limited to, establishment of a network email account; proper formatting for outlines; business letters, reports, flyers, magazines, newsletters, and videos.

Textbook: *TechnoKids Curriculum*, TechnoKids Inc., Burlington, ON L7R 0A5 ©1993-2014

Time Allotment: 50 minutes per day, 5 days a week (1 semester)

- Instructional Goals:**
- Introduce the basics of PC hardware/software and the Microsoft Windows operating system.
 - Introduce students to professional email communication standards and use email as a tool in communication and file transfers.
 - Continue to enhance word processing and typing skills.
 - Utilize several mediums for saving files and individual assignments.
 - Expose students to practical examples of the computer as a useful research tool.
 - Introduce products in the latest Microsoft Office suite (Word, Excel, Publisher, PowerPoint, and Access).
 - Create a video utilizing Windows accessory software.
 - Discuss Internet safety rules and put those rules into practice.



BIBLE

Students will be introduced to the tools needed to build spiritual maturity. Through an introduction to Christian doctrine, basic approaches to salvation, prayer and Bible study, students will learn to live out their love for God and share Him with others.

- Textbook(s):** *Dynamic Christian Living*. Whitakers, NC: Positive Action Bible Curriculum, 2017
Do Hard Things: A Teenage Rebellion Against Low Expectations. Harris, WaterBrook Multnomah, 2008.
- Time Allotment:** 51 minutes per day, 5 days a week (2 semesters)
- Instructional Goals:**
- Understand salvation and the assurance believers have from scripture.
 - Discover the inspiration of scripture and learn how to trust in the infallible Word of God.
 - Learn the practical purpose of prayer and how to avoid hinderances.
 - Develop an understand how to share the good news and trusting Christ for salvation.
 - Understand Godly behaviors and expectations.
 - Embrace the call to be active participants in reaching others for Christ.

LANGUAGE ARTS

Students will examine vocabulary, grammar, writing, and literature through the use of reading, writing, discussion, and research. Emphasis will be placed on grade-appropriate vocabulary words, capitalization, punctuation, parts of speech, sentences, paragraphs, summaries, outlines, essays, and literature. Furthermore, students will utilize a Biblical perspective to investigate a variety of literature selections, including historical fiction and science fiction.

- Textbook(s):** *Vocabu-Lit: Building Vocabulary Through Reading*. Level H. Iowa: Perfection Learning, 2014.
Making Connections in Literature. South Carolina: BJU Press, 2023
Writing and Grammar 8. Greenville. South Carolina: BJU Press, 2022d
- Time Allotment:** 50 minutes per class period, 5 days a week (2 semesters)
- Instructional Goals:**
- Master pronunciation, spelling, definitions, synonyms, and antonyms of grade appropriate vocabulary words.
 - Utilize correct capitalization and punctuation.
 - Identify the eight parts of speech.
 - Write sentences, paragraphs, and essays correctly.
 - Explore outline form and create outlines.
 - Produce summaries.
 - Examine and explain the importance of plot, character, and setting in various literature selections.
 - Define, identify, and produce various literary terms.

8th MATH

Students will use the Common Core State Standards for Mathematical Practice and Content as the foundation of this course. Students will gain a deeper understanding of topics through inductive reasoning and exploration while developing communication and problem-solving skills through guided and written practice, manipulatives, and discussion. Emphasis is placed on mastering fewer and more focused standards, conceptual understanding of key ideas, and continual building on what has been previously taught. Key ideas include solving equations; graphing and writing both linear equations and systems; functions; angles and similarity; square roots and the Pythagorean Theorem; data analysis and displays; linear inequalities; and exponents and scientific notation.

- Textbook(s):** *Big Ideas Math: Modeling Real Life*. Blue Edition. Big Ideas Learning. Erie, 2019. ISBN 13:978-1-63598-907-6
- Time Allotment:** 50 minutes per day, 5 days a week (2 semesters)

- Instructional Goals:**
- Work with radicals and integer exponents.
 - Understand the connections between proportional relationships, lines, and linear equations.
 - Analyze and solve linear equations and pairs of simultaneous equations.
 - Define, evaluate, and compare functions.
 - Use functions to model relationships between quantities.
 - Understand congruence and similarity using physical models, transparencies, or geometry software.
 - Understand and apply the Pythagorean Theorem.

ALGEBRA I (8th - 9th grade)

Students will study foundational algebraic concepts and processes through demonstration, discussion, independent practice, teaching groups, and hands-on exercises. Emphasis is placed on mastering the use of inverse operations to solve equations and inequalities, graphing and interpreting linear and quadratic functions, and introducing students to polynomials and factoring.

Textbook(s): *Big Ideas Math: Modeling Real Life*. Big Ideas Learning. Erie, 2019.
Teacher Edition: ISBN 13:978-1-64208-850-2

Time Allotment: 50 minutes per day, 5 days a week (2 semesters)

- Instructional Goals:**
- Master the use of inverse operations to solve equations for a defined variable.
 - Master the use of inverse operations to solve inequalities for a defined variable.
 - Investigate functions and understand how to use them to solve real-world problems.
 - Recognize and graph linear and quadratic functions.
 - Explore transformations in linear and quadratic functions.
 - Simplify expressions involving integer and rational exponents.
 - Model and practice addition, subtraction, multiplication, and division of polynomials.
 - Learn and recognize factoring methods for polynomials.

AMERICAN HISTORY

This course is a survey of United States history with the goal of giving a solid foundation of knowledge about this country. This survey of American history will be done through the use of reading, writing, discussion, and research. Students will begin with understanding why we study American history and what it means to be an American. They will examine events, people, governments, maps, and concepts in American history beginning with the first American civilization through the 21st century.

Textbook(s): *The American Republic*. Fifth Edition. Greenville: BJU Press, 2022.

Time Allotment: 51 minutes per day, 5 days a week (2 semesters)

- Instructional Goals:**
- Recognize God's providence in U.S. history.
 - Identify the change in foreign relations from past wars to our present foreign policy.
 - Identify the consequences of past decisions, good and bad, that testify that the Bible's principles are true, and that God oversees the course of U.S. history.
 - Interpret maps and other geographic representations and tools to acquire and report information.
 - List major individuals of U.S. history, including their roles in the past and lessons for today.
 - Define and use basic terms from U.S. history that are essential in understanding God's providence.
 - Evaluate historical narratives and documents for accuracy.
 - Explain the causes of historic crises and give the Bible's solution.

EARTH SCIENCE

In Earth Science we will use inquiry-based learning to examine the physical properties of the Earth, its atmosphere, and the universe around it. Students will become familiar with the earth's properties and characteristics. We will explore the depths of the oceans as well as the far reaches of space.

Textbook(s): *Earth Science*. Fourth Edition. Greenville, SC: BJU Press, 2012.

Time Allotment: 51 minutes per day, 5 days a week (2 semesters)

Instructional Goals:

- Acknowledge geological processes as they were created by God.
- Understand how earthquakes are caused and how they impact the earth.
- Explain how volcanoes are formed.
- Explore how to classify volcanoes.
- Instruct how to classify different types of rocks.
- Evaluate oceanic life and process (topography, motion, levels of life).
- Recognize how energy flows through the ocean.
- Describe atmospheric process and weather patterns of our area.
- Discuss hydrology.
- Appreciate astronomy as it was created by God.

COMPUTER

Students will continue to build basic computer knowledge and keyboarding skills introduced in previous year. Students will enhance and improve computer skills including word processing, spreadsheets, presentation and multimedia, database, and Internet research. Emphasis will be placed on Internet safety and protecting themselves when utilizing social media. Students will also learn to use proper etiquette when communicating through e-mail. Upon completion, students should be comfortable with the computer programs often used for higher level school assignments. Products of this class include, but are not limited to, data research, multimedia presentations, video, posters, postcards, etc. The latest Microsoft Office is utilized for the majority of the work in this class as well as a web-based e-mail program.

Textbook: *TechnoKids Curriculum*, TechnoKids Inc., Burlington, ON L7R 0A5 ©1993-2014

Time Allotment: 50 minutes per day, 2 days a week (1 semester)

Instructional Goals:

- Review the basics of PC hardware/software and the Microsoft Windows operating system.
- Continue to enhance word processing and typing skills.
- Examine customization features of the operating system.
- Reinforce professional email communication standards and use email as a tool in communication and file transfers.
- Use several mediums for saving files and individual assignments (OneNote and OneDrive).
- Discuss Internet safety rules and put those rules into practice.
- Expose students to practical examples of the computer as a useful research tool.
- Continue learning more of the products in the latest Microsoft Office suite (Word, Excel, PowerPoint, Access, and Publisher), with emphasis on the following:
 - Increase skills using many of the basic formatting features of Microsoft Word, including Format Painter, AutoFormats, Illustrations, SmartArt, and more.
 - Improve basic skills using many of the calculation, charting, and table features of Microsoft Excel, including Quick Styles, AutoFormats, Charts, and more.