

Computer Science Project

The Computer Science course is designed to fulfill the computer education requirements for most high school courses of study. Students may earn credit when completing a tutorial software program of your choice as well as the following assignments. Students should use tutorials for a word processor, a database, a spreadsheet, a web browser, and an email program (Microsoft Office[®], Open Office[®], or another computer program).

If students do not have the necessary skills to complete the assignments, they should work through the tutorials until the assignments can be completed in full. Students must demonstrate the personal ability to apply each of the objectives listed. The Computer Science Progress Chart at the end of this document will help track the student's progress.

My Goals

- To learn basic word processing skills
- To add graphics to a Word[®] document
- To create a simple essay and bibliography
- To create a simple PowerPoint[®]
- To create a resume using a premade template
- To fill in an application using a Word template
- To create address labels using a spreadsheet or database
- To create an annual budget
- To navigate and search websites
- To create and send an email with an attachment

Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest. Ecclesiastes 9:10



Word Processing

Assignment 1: Letters

Word processing is creating, formatting, and editing documents on a computer. In the first word-processing assignment, students will learn to manipulate text and compose two letters: a friendly letter and a business letter.

Objectives

- Utilize single spacing.
- Insert date.
- Utilize spelling and grammar check.

Complete Tutorial (if applicable)

Completion Date _____ Total Work Time _____ Initial _____

Letters Assignment Guidelines

Parts of a Friendly Letter	Spacing
Heading (address and date)	2 inches from top with 1 line after heading
Greeting (person the letter is written to followed by a comma)	1 line between greeting and body
Body (main part of letter)	Single-spaced with 1 line between each paragraph
Closing (a polite goodbye)	1 line between body and closing
Signature (your name)	3 lines between closing and signature

Parts of a Business Letter	Spacing
Heading (address and date)	2 inches from top with 1 line after heading
Inside Address (address of the letter recipient)	1 line between inside address and greeting
Greeting (person the letter is written to followed by a colon)	1 line between greeting and body
Body (main part of letter)	Single-spaced with 1 line between each paragraph
Closing (a polite goodbye)	1 line between body and closing
Signature (your name)	3 lines between closing and signature

Directions

- Compose a friendly letter.
- Compose a business letter.
- Save and print both letters.
- Submit the letters to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Friendly Letter Format

The diagram illustrates the format of a friendly letter with the following components and annotations:

- Left Margin:** A vertical blue double-headed arrow on the left is labeled "Align Left 1" Margin".
- Address:** The address "36 Church St. Humble, HD 77778" is followed by the date "October 20, 2022". A red arrow labeled "1 Line" points to the address block.
- Greeting:** The greeting "Dear Pudge," is followed by a red arrow labeled "1 Line".
- First Paragraph:** The first paragraph is "Yesterday a letter arrived from Mother. She shared with me that you have already completed fifty-four PACEs and have earned 'C' privilege every week. Well, I am very excited. Congratulations! Do you think you will win a trophy?". A red arrow labeled "1 Line" points to the start of this paragraph.
- Second Paragraph:** The second paragraph is "Many times I remember joyfully the days I spent in the Learning Center, but now I am thankful for the ministry God has given me here at Grace Church. A Scripture verse that has been a blessing to me is II Corinthians 12:9, part of which states, 'My grace is sufficient for thee: for my strength is made perfect in weakness.' Read the verse, claim it, and share it with others each day. It will be a real blessing." A red arrow labeled "1 Line" points to the start of this paragraph. A blue arrow labeled "1"" points to the right margin.
- Third Paragraph:** The third paragraph is "Pudge, the Christian character you show in the Learning Center inspires others to do their best. Keep up the good work. I'm praying for you." A red arrow labeled "1 Line" points to the start of this paragraph.
- Sign-off:** The sign-off is "Rejoicing in His service," followed by a red arrow labeled "3 Lines" pointing to the signature line.
- Signature:** The signature "James" is placed at the end of the letter.

Sample Business Letter Format

The diagram illustrates the standard format for a business letter, including margins and line counts for each section. The letter is enclosed in a rectangular frame.

Margins:

- Left Margin:** Indicated by a vertical double-headed arrow on the left side, labeled "Align Left 1" Margin".
- Top Margin:** Indicated by a vertical double-headed arrow at the top, labeled "2"
- Right Margin:** Indicated by a horizontal double-headed arrow on the right side of the main text block, labeled "1"

Letter Content and Line Counts:

- Address:** "203 Commitment Dr.
Highland City, HD 77777" (1 Line)
- Date:** "October 20, 2022" (1 Line)
- Recipient Address:** "Fruit of the Spirit Bible Bookstore
107 Merciful Lane
Highland City, HD 77777" (1 Line)
- Greeting:** "Dear Sir:" (1 Line)
- Body:** "Please send me a list of the tracts you have available and the cost for printing 5,000 tracts. I would appreciate this information as soon as possible." (1 Line)
- Closing:** "Sincerely yours," (3 Lines)
- Signature:** "Pastor Alltruth"

Assignment 2: Poem

Poetry is written in many different ways. It is a creative piece of literature formatted to please the author. For this assignment, students are going to use the following guidelines. Students may use an original or published poem. Be sure to give proper credit to the author.

Objectives

- Utilize double spacing.
- Change font style and size.
- Change alignment.
- Utilize spelling and grammar check.

Poetry Assignment Guidelines

- Format the poem with at least 8 lines and no more than 30 lines.
- Double-space the body.
- Format the title and text with two different fonts.
- Use 10-12 point Times New Roman, Helvetica, or Arial font for the body.
- Center the poem vertically and horizontally on the page.
- Give credit to the author.

Directions

- Type a poem.
- Center it vertically and horizontally.
- Save and print the poem.
- Submit the poem to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Poem

Thanks to God

Thanks for prayers that Thou has answered,

Thanks for what Thou dost deny!

Thanks for storms that I have weathered,

Thanks for all Thou dost supply!

Thanks for pain, and thanks for pleasure,

Thanks for comfort in despair!

Thanks for grace that none can measure,

Thanks for love beyond compare!

By J. A. Hultman

Assignment 3: Graduation Announcement

Using graphics in word processing is an excellent way to show individual creativity. For this assignment, each student should create his own graduation announcement without using a premade template.

Objectives

- Utilize computer graphics.
- Utilize copy and paste.

Graduation Announcement Assignment Guidelines

The following information should be included on the graduation announcement:

- Student Name
- High School Name
- Graduation Date
- Graduation Time
- Graduation Location

Directions

- Create a graduation announcement.
- Insert graphics.
- Insert text.
- Save and print the graduation announcement.
- Submit the graduation announcement to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Graduation Announcement Format

Add shapes.

*We are proud to announce
the graduation of
James Paul Smith
from
Lighthouse Christian Academy
Tuesday, June 15, 2027
at 5:30 p.m.
First Church
106 Bluegrass Commons Blvd.
Hendersonville, TN 37075*

Add clip art or a photo.

Class of 2027

In a text box, add the following:

- Student Name
- High School Name
- Graduation Date
- Graduation Location
- Graduation Time

Add WordArt.

Be creative with your graduation announcement.

Image by GettyImages/Thinkstock

Assignment 4: Essay and Bibliography

The Computer Science course helps students develop formatting skills, many of which are required for future academics. One of these skills is the ability to type an essay according to a desired format. Therefore, only an introduction with proper spacing is required for this assignment, not the full essay.

Objectives

- Utilize spacing.
- Insert a header.
- Set tabs.
- Edit text.
- Create a bibliography page.
- Utilize spelling and grammar check.

Essay Assignment Guidelines

- Use 12-point Times New Roman.
- Double-space all text.
- Leave one space after periods or other punctuation marks.
- Set margins to 1 inch on all sides.
- Create a header containing your last name and consecutive page numbers.
- Place the header ½ inch from the top and align right.
- Place your name, your supervisor's name, the course, and the date in the left-hand corner.
- Type and center the title.
- Indent the first line of your paragraph ½ inch from the left margin.
- Create a bibliography page using the Chicago format in the References tab.

Directions

- Copy the provided introductory paragraph.
- Format the essay to meet the guidelines listed above.
- Create a bibliography on a separate page using the given sources.
- Save and print the document.
- Submit the essay and bibliography to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Essay Introductory Paragraph

The Character Trait “Obedient”

We have learned in our PACEs how important character is. We all possess character traits, whether good or bad. We are to exhibit the character traits of Jesus, the only sinless example. Obedience was one character trait evident throughout the life of Jesus. Like Jesus, we should strive to walk daily in obedience. Jesus was obedient unto death, even the death of the cross (Philippians 2:8). Obedience is being in compliance with a command or authority. My goal in this essay is to show the benefits of walking in obedience, the first command with promise.

Sources for Bibliography

- Type of Source: Book
Author: Charles M. Sheldon
Title: In His Steps
Year: 1990
Publisher: Accelerated Christian Education, Inc.
- Type of Source: Website
Name of Web Page: Lighthouse Christian Academy Graduation
Production Company: Accelerated Christian Education Ministries
Year: 2017
Year Accessed: [current year]
Month Accessed: [current month]
Day Accessed: [current day]
URL: www.lcaed.com/graduation
- Type of Source: Article in a Periodical
Corporate Author: Accelerated Christian Education Ministries
Title: Character Counts
Periodical Title: The Lighthouse Beacon
Year: 2016
Month: Autumn
Pages: 4

Sample Essay

Pudge Meekway
Mr. Friendson
Computer Science
February 14, 20__

Double-space your name, your supervisor's name, the course, and the date. Use 12 pt. Times New Roman font.

Place page number and name 1/2 inch from the top of the page. → Meekway 1

Center the title and use 12 pt. Times New Roman font.

The Character Trait "Obedient" ←

Indent the first line of each paragraph. Double-space the body in 12 pt. Times New Roman. →

We have learned in our PACEs how important character is. We all possess character traits, whether good or bad. We are to exhibit the character traits of Jesus, the only sinless example. Obedience was one character trait evident throughout the life of Jesus. Like Jesus, we should strive to walk daily in obedience. Jesus was obedient unto death, even the death of the cross (Philippians 2:8). Obedience is being in compliance with a command or authority. My goal in this essay is to show the benefits of walking in obedience, the first command with promise.

Sample Bibliography

½ inch → Meekway 15

Bibliography ← Centered

Accelerated Christian Education Ministries. 2016. "Character Counts." *The Lighthouse Beacon*, Autumn: 4. ← Double-spaced

2017. *Lighthouse Christian Academy Graduation*. Accelerated Christian Education Ministries. Accessed January 15, 2019. <https://www.lcaed.com/graduation>.

Sheldon, Charles M. 1990. *In His Steps*. Accelerated Christian Education, Inc.

Assignment 5: Résumé

A résumé is a summary of one's education, qualifications, and previous work experience and often accompanies an employment application. In this assignment, each student will create his own résumé. Students may use a premade template, filling in fictitious information.

Objectives

- Complete a résumé using a premade template.
- Utilize bullet points.
- Organize pertinent information.

Résumé Assignment Guidelines

- Limit the résumé to one page.
- Include a name, address, email address, and phone number.
- Write an objective summary.
- Make the objective statement precise and impressive.
- List education, starting at highest level achieved.
- List experience, employment and volunteer, starting with most recent.
- List skills.
- Use only information pertaining to the job for which you are applying.
- Be sure the résumé is eye-catching.

Directions

- Create a résumé using a template of your choice.
- Save and print the résumé.
- Submit the résumé to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Résumé

▶ Ace Virtueson

119 East Patient Road, Highland City, HD 77777

Phone: 817-555-2727

Email: ace.virtueson@highland.ace

Objectives

I am an A.C.E. thoroughbred. I am knowledgeable in the different facets of the Learning Center as well as the multiple student programs offered by Accelerated Christian Education. I am seeking to be used of God in a ministry using A.C.E.

Education

High School Diploma (College Preparatory—June 2017)

- ▶ Honor Roll every quarter

Experience

Farm Hand (2011–present)

Route 2, Highland City, HD 77777

- ▶ Tending to farm animals
- ▶ Cultivating the soil and sowing crops
- ▶ Maintaining farm equipment and buildings

Volunteer in a Learning Center (2016–2017)

Highland School, 203 South Commitment Drive, Highland City, HD 77777

- ▶ Served as monitor in the Learning Center
- ▶ Assisted the supervisor

Skills

- ▶ Optimistic
- ▶ Decisive
- ▶ Flexible
- ▶ Friendly
- ▶ Dependable
- ▶ Trustworthy

Assignment 6: Employment Application

Applicants use employment applications to show interest in particular jobs. Employers also use employment applications to screen prospective employees. Each question is always to be answered honestly and completely. Gather all the necessary information to complete the employment application, including previous educational history, employment history, and references. Before using someone as a reference on an application, always be sure to obtain permission from that person. **Always proofread the application.** Errors on an application do not make a good impression. In this assignment, students will fill out a mock employment application.

Objectives

- Complete an employment application.
- Proofread the document.

Employment Application Assignment Guidelines

- Read and follow instructions.
- Complete the entire application—don't leave blanks.
- Use fictitious information **for this assignment**.
- Proofread the application.
- Make sure the application coincides with the résumé.

Directions

- Complete the employment application provided.
- Save and print the employment application as a PDF.
- Submit the employment application to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Employment Application

Application For Employment

Please type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Ace Virtueson

Address 119 East Patient Road		City Highland City	State HD	ZIP 77777
Phone Number 800-925-7777	Mobile Number 817-123-2345	Email Address ace.virtueson@highland.ace		
Are You A U.S. Citizen? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test?

Yes ☒ No ☐

Position

Position You Are Applying For Supervisor	Available Start Date 8/25/20__	Desired Pay \$8.50
---	-----------------------------------	-----------------------

Employment Desired

☒ Full Time ☐ Part Time ☐ Seasonal/Temporary

Education

School Name	Location	Years Attended	Degree Received	Major
Highland School	Highland City, HD	2005-2017	College Preparatory Diploma	-----

References

Name	Title	Company	Phone
Pastor Alltruth	Pastor	Highland Church	817-123-4567
Mr. Friendson	Supervisor	Highland School	817-222-1212
Miss Content	Monitor	Highland School	817-222-4567
Grandpa Virtueson	Farmer	Virtueson Farm	817-123-6789

Employment History

Employer (1) Highland School	Job Title Monitor	Dates Employed 2016-2017	
Work Phone 555-123-4567	Starting Pay Rate Volunteer	Ending Pay Rate -----	
Address 203 South Commitment Drive	City Highland City	State HD	ZIP 77777
Employer (2) Grandpa Virtueson	Job Title Farm Hand	Dates Employed 2011-Present	
Work Phone 817-123-6789	Starting Pay Rate \$7.25	Ending Pay Rate \$9.00	
Address Route 2	City Highland City	State HD	ZIP 77777
Employer (3)	Job Title	Dates Employed	
Work Phone	Starting Pay Rate	Ending Pay Rate	
Address	City	State	ZIP
Employer (4)	Job Title	Dates Employed	
Work Phone	Starting Pay Rate	Ending Pay Rate	
Address	City	State	ZIP

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print) Ace Virtueson	Signature <i>Ace Virtueson</i>
Date 7/6/20__	

Application For Employment

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name				
Address		City	State	ZIP
Phone Number	Mobile Number	Email Address		
Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	ZIP
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	ZIP
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	ZIP
Employer (4)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	ZIP

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	

PowerPoint

Assignment 7: PowerPoint Presentation

A PowerPoint slide show is used to complement a presentation. It has graphical and animation capabilities, which convey a visual message to the viewer. This assignment will acquaint the student with the basics of PowerPoint.

Objectives

- Insert slides.
- Design slides.
- Utilize transitions.
- Utilize animations.
- Change slide layouts.
- Utilize bullet points.

Complete Tutorial (if applicable)

Completion Date _____ Total Work Time _____ Initial _____

PowerPoint Presentation Assignment Guidelines

- Create a minimum of 5 slides and a maximum of 7 slides.
- Use at least 2 different slide designs.
- Insert 2 separate lists with bullet points.
- Use at least 2 different art inserts.
- Choose a color scheme and design.
- Use 3 different slide transitions.
- Use 3 different animations and effect options.
- Suggested topics: favorite vacation, field trip, book, or Scripture.
- Use any element PowerPoint supports.
- Follow A.C.E. ISC Guidelines for standards of dress and appearance in the presentation.
- If Scripture is used, select verses from the King James Version.

Directions

- Create a PowerPoint presentation.
- Create a bibliography slide if necessary.
- Save and print the PowerPoint using “6 Slides Horizontal” in Print Settings.
- Submit the PowerPoint presentation to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Database

Assignment 8: Address Labels

Address labels are often used in mass mailings. In this assignment, students will create a database of address labels and merge them into a Word document. Students will arrange the data so that the addresses will print on address labels. Students may use plain paper to print the labels.

Objectives

- Add data to a source such as a spreadsheet or database.
- Edit data.
- Sort data alphabetically.
- Merge data into a Word document using Mail Merge.
- Format Word to print address labels.
- Print address labels.

Complete Tutorial (if applicable)

Completion Date _____ Total Work Time _____ Initial _____

Address Labels Guidelines

- Insert 10 addresses in a spreadsheet or database.
- Sort in alphabetical order.
- Merge data into a Word document.
- Print addresses on plain paper.

Directions

- Create a list of addresses in a spreadsheet or database.
- Be sure the addresses are listed in alphabetical order.
- Under Mailings in Word, start the Mail Merge.
- Save and print the address labels.
- Submit the address labels to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Address Labels Format

Pastor Alltruth
203 Commitment Drive
Highland City, HD 77777

Bristol Historical Society
1611 Charity Lane
Bristol, England B50-55P

Fruit of the Spirit Bible Bookstore
107 Merciful Lane
Highland City, HD 77777

J. Michael Kindhart
101 South Pleasant Run Road
Harmony, HD 77776

Lighthouse Christian Academy
P.O. Box 508
Hendersonville, TN 37077-0508

Sandy McMercy
101 East Sincere Street
Highland City, HD 77777

James Meekway
36 Church Street
Humble, HD 77778

Pudge Meekway
113 East Contentment Street
Highland City, HD 77777

Parks and Recreation Board
213 City Hall
Highland City, HD 77777

Ace Virtueson
119 East Patient Road
Highland City, HD 77777

Spreadsheet

Assignment 9: Annual Budget

An annual budget is prepared for a 12-month period. It summarizes both the expenses and income for the year, provides an organized summary of how money is spent, and helps prioritize finances. In this assignment, students will create an annual budget including amounts for housing, utilities, phone, transportation, life insurance, health, clothing, food, recreation and improvement, giving, savings and investment, and miscellaneous. It will also include the total income, gross income, and net income.

Objectives

- Create an annual budget.
- Add data to a spreadsheet.
- Edit data.
- Utilize formulas in Excel®.
- Create a pie chart or bar graph.

Complete Tutorial (if applicable)

Completion Date _____ Total Work Time _____ Initial _____

Annual Budget Assignment Guidelines

- Create a budget. It may be a fictional budget.
- Enter expense amounts for housing, utilities, phone, transportation, life insurance, health, clothing, food, recreation and improvement, giving, savings and investment, and miscellaneous.
- Enter income amounts for the total income, gross income, and net income.
- Enter a formula to calculate the total expenses.
- Create a pie chart or bar graph to show the percentage of income used for each expense.

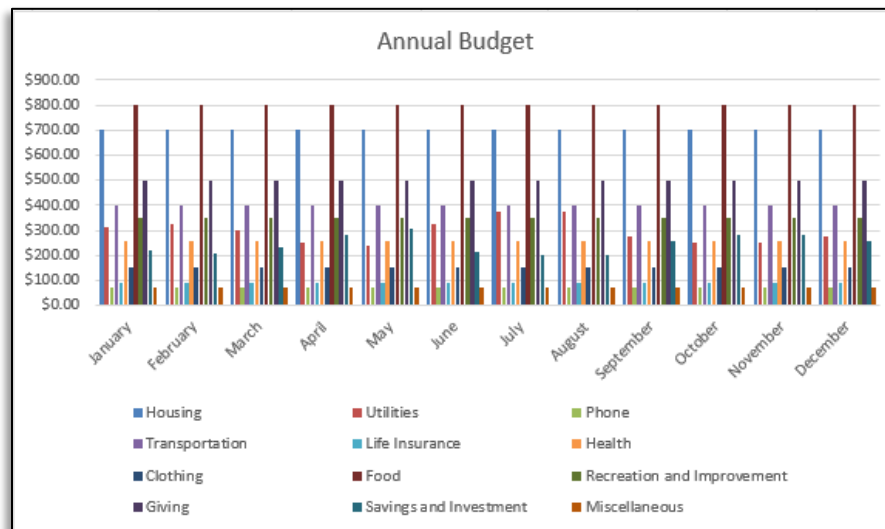
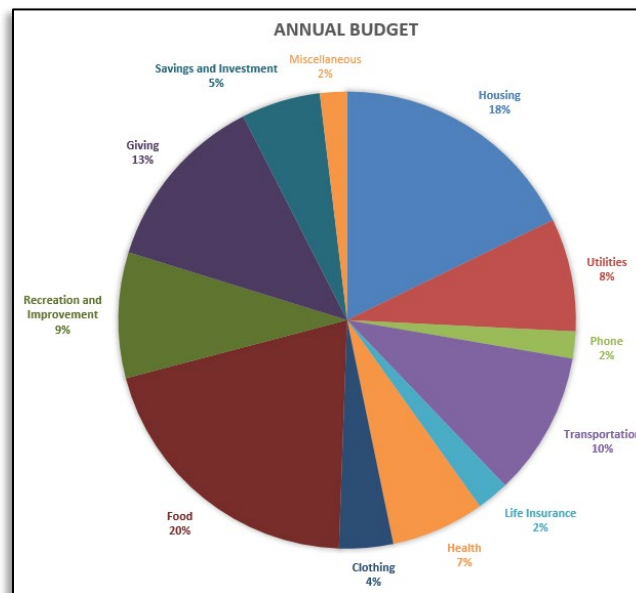
Directions

- Create an annual budget in Excel.
- Use Excel formulas to calculate totals.
- Use the expense data to create a pie chart or bar graph.
- Insert the spreadsheet and chart into a Word document.
- Save and print the Word document. **(Submit the Word document, not the spreadsheet.)**
- Submit this document to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Sample Annual Budget and Chart Format

Expenditures	January	February	March	April	May	June	July	August	September	October	November	December	
Housing	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	
Utilities	\$315.00	\$325.00	\$300.00	\$250.00	\$240.00	\$325.00	\$375.00	\$375.00	\$275.00	\$250.00	\$250.00	\$275.00	
Phone	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	
Transportation	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	
Life Insurance	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00	
Health	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	
Clothing	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	
Food	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	
Recreation and Improvement	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	
Giving	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Savings and Investment	\$220.00	\$210.00	\$235.00	\$285.00	\$310.00	\$215.00	\$200.00	\$200.00	\$260.00	\$285.00	\$285.00	\$260.00	
Miscellaneous	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	75.00	
Total Monthly Expenses	\$3,935.00	\$3,935.00	\$3,935.00	\$3,935.00	\$3,950.00	\$3,940.00	\$3,975.00	\$3,975.00	\$3,935.00	\$3,935.00	\$3,935.00	\$3,935.00	
Total Yearly Expenses													\$47,320.00
Income													
Gross Income	\$52,000.00												
Net Income	\$47,320.00												



Internet Basics

Assignment 10: Navigate and Search a Website

The Internet is a global network of computers full of information. It is important to learn how to safely navigate and search for information on a specific website. In this assignment, students will navigate to specific websites and print the information requested.

Objectives

- Navigate to a specific website.
- Use the Search command on a specific web page.
- Print web pages.

Complete Tutorial (if applicable)

Completion Date _____ Total Work Time _____ Initial _____

Website Navigation Guidelines

- Go to Lighthouse Christian Academy's website, www.lcaed.com.
- Navigate to the Graduation page on the LCA website.
- Navigate to the A.C.E. website.
- Navigate to the A.C.E. Store and use the Search option.
- In the Search option, search for Health.

Directions

- Go to www.lcaed.com.
- Print the home page in grayscale.
- Find the Academics drop-down menu and then navigate to the Courses of Study web page.
- Print the Course Requirements for any of the four Courses of Study (Honors, College Preparatory, General, or Vocational).
- Go to the A.C.E. Store website.
- Search for Health.
- Print the available curriculum for Health.
- Submit these documents to your supervisor.

Completion Date _____ Total Work Time _____ Initial _____

Assignment 11: Email

An email is a message sent by electronic means from one recipient to another through a network. In this assignment, students will send an email to their school and carbon copy (cc) their supervisor.

Complete Tutorial (if applicable)

Completion Date _____ Total Work Time _____ Initial _____

Email Assignment Guidelines

- Create a new email.
- Address it to your school's email address.
- Carbon copy (cc) your supervisor.
- Add your name to the subject line.
- Inform your supervisor you are completing your Internet project.

Directions

- Open your email account.
- Create a new email.
- Add your school's email address in the "To" field.
- Add your supervisor's email address in the "Cc" field.
- Add your name to the subject line.
- Type your message.
- Send the email.

Completion Date _____ Total Work Time _____ Initial _____

Computer Science Progress Chart

Computer Program	Completion Date	Time Worked
Word Processing		
• Tutorial (if applicable)	_____	_____
• Assignment 1—Letters	_____	_____
• Assignment 2—Poem	_____	_____
• Assignment 3—Graduation Announcement	_____	_____
• Assignment 4—Essay and Bibliography	_____	_____
• Assignment 5—Résumé	_____	_____
• Assignment 6—Employment Application	_____	_____
PowerPoint		
• Tutorial (if applicable)	_____	_____
• Assignment 7—PowerPoint Presentation	_____	_____
Database		
• Tutorial (if applicable)	_____	_____
• Assignment 8—Address Labels	_____	_____
Spreadsheet		
• Tutorial (if applicable)	_____	_____
• Assignment 9—Annual Budget	_____	_____
Internet Basics		
• Tutorial (if applicable)	_____	_____
• Assignment 10—Navigate and Search a Website	_____	_____
• Tutorial (if applicable)	_____	_____
• Assignment 11—Email	_____	_____
Total Hours Worked		_____

Record all activity dates and times from your Computer Science Activity Sheets. Submit the completed Computer Science Progress Chart and any remaining assignments to your supervisor.

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

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

Student Signature _____ Date: _____

Supervisor Signature _____ Date: _____