

WARREN COUNTY SCHOOL DISTRICT
PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Digi-Tools

Course Number: _____

Course Prerequisites: _____

Course Description: (Include “no final exam” or “final exam required”)

Digital Communication tools are etiquette and understanding technology responsibilities and how these tools will be incorporated into all careers in the 21st Century. The beginning student will explore an organization’s acceptable use policy, move to manage hardware and internet navigation, wireless connections, and searching the web. Electronic tools will be explored using e-mail, g-mail, twitter, blogs, social networks, video, and other electronic devices that will improve office productivity.

Final exam is required.

Suggested Grade Level: 10-12

Length of Course: _____ One Semester X Two Semesters _____ Other

(Describe)

Units of Credit: 1 (Insert *NONE* if appropriate.)

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s)

(Insert certificate title and CSPG#) Business

Certification verified by WCSD Human Resources Department:

X Yes _____ No

Board Approved Textbooks, Software, Materials:

Title: Digttools – Technology Applications Tools 2E

Publisher: South-Western

ISBN #: 978-0-538-44530-6

Copyright Date: 2008

Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: November 2009

Date Approved: _____

Implementation Year: 2010

Suggested Supplemental Materials: (List or insert None)

Integrated Business Projects 978-0-538-73109-6 (South-Western)

Google 978-1-4329-9953-9 (South-Western)

The Dream Team/Student Workbook 9-781934-422083 (B.E. Publishing)

Course Standards

PA Academic Standards: (List by Number and Description)

13.1.11 Career Awareness and Preparation A, B, C, F

13.2.11 Career Acquisition (Getting a Job) B, C, E

13.3.11 Career Retention and Advancement A, C, E, F, G

13.4.11 Entrepreneurship A, B

WCSD Academic Standards: (List or None)

None

Industry or Other Standards: (List, Identify Source or None)

WCSD EXPECTATIONS

WCSD K-12 Expectations for instruction in writing, reading, mathematics and, technology have been developed and revised annually. The teacher will integrate all WCSD Expectations into this planned instruction.

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

**SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND
ELIGIBLE CONTENT WHERE APPLICABLE**

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

PA Standard: 13.1.11 Career Awareness and Preparation A, B, C, F

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Relate careers to individual interests, abilities, and aptitudes			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
B.	Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals			
C.	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices			
F.	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Entrepreneurship, Immediate part-full time employment			

PA Standard: 13.2.11 Career Acquisition (Getting a Job) B, C, E

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
B.	Apply research skills in searching for a job			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Resume and Letter of introduction			
E.	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge such as, but not limited to: Commitment, Communication, Dependability, Health/Safety			

PA Standard: 13.3.11 Career Retention and Advancement A, C, E, F, G

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Evaluate personal attitudes and work habits that support career retention and advancement			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
C.	Evaluate conflict resolution skills as they relate to the workplace			
E.	Evaluate time management strategies and their application to both personal and work situations			
G.	Evaluate the impact of lifelong learning on career retention and advancement			

PA Standard: 13.4.11 Entrepreneurship A, B

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
B.	Analyze entrepreneurship as it relates to personal character traits			

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

Formative Assessments: The teacher will develop and use standards-based assessments throughout the course.

Portfolio Assessment: _____ Yes X No

District-wide Final Examination Required: _____ Yes X No

Course Challenge Assessment (Describe):
Performance Assessments

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Digital Communication Tools (e-mail, messaging, conferencing, netiquette, online searching)	20 days
Input Technologies (keying, hand recognition, speech recognition, scanner, camera)	25 days
Power Applications (Excel, Access, Web, PDA's, smart phones)	25 days
Increasing Productivity (Word, Desktop Publishing, PowerPoint)	25 days
Career Profiles	25 days
Vocabulary	10 days
Digital Workbook	15 days
Practice Set	30 days
Enrichment	5 days

Objectives:

Students will have an understanding of Digital Communication Tools.

Students will have an understanding of the different Input Technologies.

Students will have an understanding of how to use the Power Applications.

Students will have an understanding of how to use the tools for Increasing Productivity.

Students will have an understanding of different Career Profiles.

Students will understand the information on the Digital Workbook.

Students will demonstrate an understanding of appropriate procedures for their specific Practice Set.

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REVIEWED BY: Suzanne Hornick, Karen Motter

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? X Yes No
2. Does this course issue a mark/grade for the report card? X Yes No
3. Does this course issue a Pass/Fail mark? Yes X No
4. Is the course mark/grade part of the GPA calculation? X Yes No
5. Is the course eligible for Honor Roll calculation? X Yes No
6. What is the academic weight of the course?
 No weight/Non credit X Standard weight
 Enhanced weight (Describe)