

Warren County School District

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer 7

Course Number: _____

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

Computer 7 is a nine-week course that focuses on reinforcing basic keyboarding skills and develops skills needed for word processing.

No final exam is required.

Suggested Grade Level: 7

Length of Course: 4 days/week

One Semester _____

Two Semesters _____ Other (Describe) X - 36 days

Units of Credit: None (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:

Publisher:

ISBN #:

Copyright Date:

Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: February 21, 2011

Date Approved: _____

Implementation Year: 2011-2012

Suggested Supplemental Materials: (List or insert **None**)

Course Standards

PA Academic Standards: (List by Number and Description)

3.6.7B - Explain information technologies of encoding, transmitting, receiving, storing, retrieving and decoding.

3.7 - Technological Devices

3.7.7C - Explain and demonstrate basic computer operations and concepts

3.7.10C - Apply basic computer operations and concepts.

3.7.10D - Utilize computer software to solve specific problems.

WCSD Academic Standards: (List or **None**)

N/A

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

N/A

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

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

SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND ELIGIBLE CONTENT WHERE APPLICABLE

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

3.6 – Technology Education

x – performance assessed during that semester

| | Performance Indicator | 1 | 2 | Assessment |
|----|---|---|---|---|
| A. | 3.6.7B - Explain information technologies of encoding, transmitting, receiving, storing, retrieving and decoding. | | | <ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests |

3.7 - Technological Devices

x – performance assessed during that semester

| | Performance Indicator | 1 | 2 | Assessment |
|----|---|---|---|---|
| A. | 3.7.7C - Explain and demonstrate basic computer operations and concepts | | | <ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests |
| B. | 3.7.7C - Demonstrate age appropriate keyboarding skills and techniques. | | | |
| C. | 3.10.7C - Apply touch keyboarding skills and techniques at expectable speed and accuracy. | | | |
| D. | 3.7.10D - Utilize computer software to solve specific problems. | | | |

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):
No

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

| Content Sequence | Dates |
|-----------------------------------|---------|
| File Management | 1 day |
| Teaching basic keyboarding skills | 30 days |
| Formatting toolbar | 1 day |
| Enrichment | 4 days |

Objectives:

Student will key information using the Touch Typing method.

Student will demonstrate knowledge of proper file management.

Student will demonstrate proper usage of formatting toolbar.

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WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? _____ Yes X 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? _____ Yes X No
5. Is the course eligible for Honor Roll calculation? X Yes _____ No
6. What is the academic weight of the course?
 X No weight/Non credit _____ Standard weight
_____ Enhanced weight (Describe)