

Warren County School District

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer 8

Course Number: _____

Course Description and Prerequisites: (Include “no final exam” or “final exam required”)
Computer 8 is a nine-week computer course designed to enhance word processing abilities.

No final exam is required.

Suggested Grade Level: 8

Length of Course: _____ One Semester _____ Two Semesters X Other (Describe)
4 days/week

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: Microsoft Office 2010 Introductory

Publisher: South-Western, Cengage Learning

ISBN #: 978-0-538-47539-6

Copyright Date: 2011

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)

None

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

None

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): None

(Content must be tied to objectives)