

Warren County School District

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer 9

Course Number: _____

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

The purpose of this course is to help students acquire the skills necessary to become proficient with the computer. This course will include topics in databases, spreadsheets, presentations and desktop publishing. This course is required of all ninth grade students in the Warren County School District.

Final exam is required.

Suggested Grade Level: 9

Length of Course: X One Semester Two Semesters Other
(Describe)

Units of Credit: .5 (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)

3.2 Technology Education

3.6.10B - Apply and analyze knowledge of information technologies to encoding, transmitting, receiving, storing, retrieving and decoding.

3.7 Technological Devices

3.7.10C - Apply basic computer operations and concepts

3.7.12C - Evaluate computer operations and concepts as to their effectiveness to solve specific problems.

3.7.10D Utilize computer software to solve specific problems.

3.7.12D - Evaluate the effectiveness of computer software to solve specific problems.

3.7.10E - Apply the basic computer communications systems.

3.7.12E - Assess the effectiveness of computer communications systems.

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

(Enter Standard here)

x – performance assessed during that semester

	Performance Indicator	1	2	Assessment
A.	3.7.10C - Apply basic computer operations and concepts			<ul style="list-style-type: none"> Quizzes Teacher Observation Tests
B.	3.7.12C - Evaluate computer operations and concepts as to their effectiveness to solve specific problems.			
C.	3.7.10D Utilize computer software to solve specific problems.			
D.	3.7.12D - Evaluate the effectiveness of computer software to solve specific problems.			
E.	3.7.10E - Apply the basic computer communications systems.			
F.	3.7.12E - Assess the effectiveness of computer communications systems.			

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: X Yes _____ No

Course Challenge Assessment (Describe):

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Relational Database basics	3 days
Creating database	3 days
Creating queries	3 days
Creating & modifying forms	3 days
Creating & modifying reports	3 days
Integrating databases	5 days
Spreadsheet basics	3 days
Changing the appearance of a worksheet	3 days
Organizing a worksheet	5 days
Entering worksheet formulas	5 days
Using functions	4 days
Enhancing a worksheet	5 days
Working with multiple worksheets and workbooks	3 days
Working with charts	5 days
Presentation basics	3 days
Creating and enhancing presentations	4 days
Working with visual elements	3 days
Expanding on presentation basics	5 days
Desktop Publishing basics	3 days
Modifying desktop publishing documents	3 days
Enhancements	9 days
Enrichment	7 days

Objectives:

The student will demonstrate an understanding of relational database software.

The student will demonstrate an understanding of spreadsheet software.

The student will demonstrate an understanding of presentation software.

The student will demonstrate an understanding of desktop publishing software.

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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)