Warren County School District

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer 7

Course Number: 00501

Course Prerequisites: none

Course Description: (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, in addition to digital citizenship and internet safety.

No final exam is required.

Suggested Grade Level: 7

Length of Course: 4 days/week One Semester _____ Two Semesters _____Other (Describe)36 days

Units of Credit: .2   (Insert **_NONE_** if appropriate.)

PDE *Certification and Staffing Policies and Guidelines (CSPG)* **Required Teacher Certification(s): Business, Computer, Information Technology K-12**

Certification verified by WCSD Human Resources Department:
        X   Yes   _____ No

Board Approved Textbooks, Software, Materials:
Title: Learning to type with Bernie
Publisher: Cengage Learning
ISBN #: 978-0538-439626
Copyright Date: 2005
Date of WCSD Board Approval: May 9, 2011

Online Resources: www.typing.com, www.how-to-type.com

BOARD APPROVAL:

Date Written: February 28, 2017

Date Approved:

Implementation Year: 2017-2018

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 STANDARDS, CONTENT, & SKILLS

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.			• 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			• 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.			

For essential questions and content, see Curriculum Map - Computer 7

ASSESSMENTS

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

- Pre-Assessments of prior knowledge (e.g. entrance cards or KWL chart)
- Labs/lab reports
- Bell ringers/Problems of the Day(PODs)
- Discussions
- Teacher observation/Questioning
- Graphic organizers (e.g. Venn diagrams, word mapping, webbing, KWL chart, etc.)
- Summarizing
- Retelling
- Notetaking
- Problem-based learning modules
- Authentic assessment
- Oral presentations
- Outlining
- Journaling
- Student presentations/projects
- Open-ended response
- Classroom Performance System (CPS)

Suggested Summative Assessments:
- Essays
- Open-Ended Responses
- Projects
- Quizzes/tests
- Student presentations
- Portfolios

District Approved Assessment Instruments
- Any district approved assessment instrument

Portfolio Assessment: _____ Yes __X__ No

District-wide Final Examination Required: _____ Yes __X__ No

Course Challenge Assessment (Describe): No

WRITING TEAM: Cathie Cummings, Michelle Johnson, Jessica McElhaney, Laura Rehe, Tom Smoulder

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?

   __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) AP