

**Warren County School District**  
**PLANNED INSTRUCTION**

**COURSE DESCRIPTION**

**Course Title:** Computer Technology 9

**Course Number:** 01253

**Course Prerequisites:** None

**Course Description:** (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 spreadsheets, digital citizenship, blogging, graphic arts software and design, presentations, and basic webpage design.

**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): Business, Computer, Information Technology K-12**

**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:** May 9<sup>th</sup>, 2011

**Title:** 2013 Adobe Photoshop CC Classroom in a book with Access AD(P)  
**Publisher:** Follette School Solutions, Inc  
**ISBN #:** 0-321-92807-5  
**Copyright Date:** 2013

**Title:** Thom 2017 NP MS Office 365/Excel 2016 Introductory (P)  
**Publisher:** Follette School Solutions, Inc  
**ISBN #:** 1-305-88042-0  
**Copyright Date:** 2013  
**Date of WCSD Board Approval:**

**Title:** Adobe Illustrator CC 2017 Introduction  
**Publisher:** Beezix Quick Reference Guides  
**Copyright Date:** 2017

**Title:** AdobePhotoshop CC 2017 Introduction  
**Publisher:** Beezix Quick Reference Guides  
**Copyright Date:** 2017

**Title:** Excel Introduction 2016  
**Publisher:** Beezix Quick Reference Guides  
**Copyright Date:** 2017

**BOARD APPROVAL:**

**Date Written:** February 28<sup>th</sup>, 2017

**Date Approved:**\_\_\_\_\_

**Implementation Year: 2017-2018**

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).

### 3.6 – Technology Education

x – performance assessed during that semester

(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"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
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.			

For essential questions and content, see Curriculum Map -Computer Technology 9

## 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:**   X   Yes \_\_\_\_\_ No

**Course Challenge Assessment (Describe):** Students must obtain an 85% or better on the District wide final exam for Computer Technology 9.

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

## 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) AP

## Required Course Sequence and Timeline

(Content must be tied to objectives)

1. Digital Citizenship/Blogging (2 Weeks)
  - a. Internet Safety
  - b. Privacy and Security
  - c. Relationships and Communication
  - d. Cyberbullying and Digital Drama
  - e. Digital Footprints & Reputation
  - f. Self-Image & Reputation
  - g. Self-Image & Identity
  - h. Information Literacy
  - i. Creative Credit & Copyright
2. Excel (6 Weeks)
3. Introduction to Adobe Photoshop, Illustrator, Indesign
  - a. Adobe Photoshop
    - i. Toolbars
    - ii. Basic Editing

1. Photos
    2. Typography
  - b. Adobe Illustrator
    - i. Toolbars
    - ii. Basic Editing
      1. Drawing Tools
      2. Typography
  - c. Adobe Indesign
    - i. Toolbars
    - ii. Basic Editing
      1. Basic Layout Design
      2. Insert Photos
4. Basic Webpage/Webdesign/Power Point
  - a. Basic Webpage
    - i. Foundation of Website Creation
    - ii. Web Page Elements
    - iii. Webpage Creation
  - b. Power Point
    - i. Basic Vocabulary
    - ii. Toolbars
    - iii. Proper Setup of Presentation