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WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

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COURSE DESCRIPTION

Course Title: Computer Technology 9
Course Number: 01253
Course Prerequisites: Computer 8

Course Description: Computer Technology 9 engages students in creating complex workbooks in Excel, designing slide presentations, generating HTML Websites, Adobe graphic creation, and Adobe Photoshop projects. Plus, it includes lessons on internet and computer ethics and safety practices.

Suggested Grade Level: Grade 9
Length of Course: One Semester
Units of Credit: .5
PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:
K-12 Computer Information Technology CSPG-33
To find the CSPG information, go to CSPG
Certification verified by the WCSD Human Resources Department: ☒Yes   ☐No

WCSD STUDENT DATA SYSTEM INFORMATION

Course Level: Choose an item.
Mark Types: Check all that apply.
                 ☒F – Final Average   ☒MP – Marking Period   ☒EXM – Final Exam

GPA Type: ☐ GPAEL-GPA Elementary   ☐ GPAML-GPA for Middle Level   ☒ NHS-National Honor Society
                    ☒ UGPA-Non-Weighted Grade Point Average   ☒ GPA-Weighted Grade Point Average

State Course Code: 10003
To find the State Course Code, go to State Course Code, download the Excel file for *SCED*, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

<u>TEXTBOOKS AND SUPPLEMENTAL MATERIALS</u>

Board Approved Textbooks, Software, and Materials:

Title:	Microsoft Office 365 Excel 2016 Introduction
Publisher:	South-Western, Cengage Learning
ISBN #:	978-1-305-88042-9
Copyright Date:	2017
WCSD Board Approval Date:	2/8/2021

Supplemental Materials: Online Supplemental Materials

<u>Curriculum Document</u>

WCSD Board Approval:

Date Finalized:	2/28/2017
Date Approved:	6/26/2017
Date(s) Revised:	2/8/2021
Implementation Year:	2017-2018

<u>SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS</u>

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

SCOPE AND SEQUENCE OF CONTENT, CONCEPTS, AND SKILLS

Performance Indicator	PA Core Standard and/or Eligible Content	Month Taught and Assessed for Mastery
Participate in best practice exercises for Website and Internet safety and ethics.	15.4.8.B, 15.3.8.M, 15.3.8.T	September January
Demonstrate ability to create Excel Workbooks with multiple worksheets, formulas, functions, comments, and formatting capability.	15.4.8 D	September February
Create Excel Worksheets that use data to form charts.	15.4.8 D	October February
Use data filters to use Excel as a database that sorts and filters data.	15.4.8 D	October March
Use print software to edit and manipulate photos and text.	15.3.8.E., 15.4.8.G	November March
Create a portfolio of print items using print software.	15.3.8.E., 15.4.8.G	November April
Use tools to edit a presentation in presentation software.	15.3.8.G, 15.4.8B	December May

ASSESSMENTS

PSSA Academic Standards, Assessment Anchors, and Eligible Content: The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

Formative Assessments: The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

  Effective formative assessments for this course include: quizzes, exit questions, projects

Summative Assessments: The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

  Effective summative assessments for this course include: final exam, tests, quizzes, projects