

**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"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>

#### 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"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
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](mailto: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

