COURSE DESCRIPTION

Course Title: Computer 7

Course Number: 00501

Course Description and Prerequisites: (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.

No final exam is required.

Suggested Grade Level: 7

Length of Course: 4 days/week
One Semester
Two Semesters   Other (Describe) X - 36 days

Units of Credit: .2   (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: Learning to type with Bernie
Publisher: Cengage Learning
ISBN #: 978-0538-439626
Copyright Date:
Date of WCSD Board Approval: May 9, 2011

       Date Written: <u>February 21, 2011</u>

       Date Approved: <u>May 9, 2011</u>

       Implementation Year: <u>2011-2012</u>

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**)
N/A

Industry or Other Standards: (List, Identify Source or **None**)
N/A

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.			• 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.			

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: _____ Yes   __X__ No

Course Challenge Assessment (Describe):
No

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
File Management	1 day
Teaching basic keyboarding skills	30 days
Formatting toolbar	1 day
Enrichment	4 days

Objectives:

Student will key information using the Touch Typing method.

Student will demonstrate knowledge of proper file management.

Student will demonstrate proper usage of formatting toolbar.

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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 __X__ No

5. Is the course eligible for Honor Roll calculation? __X__ Yes _____ No

6. What is the academic weight of the course?

   __X__ No weight/Non credit   _____ Standard weight

   _____ Enrichment weight (Describe)