COURSE DESCRIPTION

Course Title: Computer 8

Course Number: 00502

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: .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: Microsoft Office 2010 Introductory
Publisher: South-Western, Cengage Learning
ISBN #: 978-0-538-47539-6
Copyright Date: 2011
Date of WCSD Board Approval:

        Date Written: February 21, 2011

        Date Approved: May 9, 2011

        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.			• 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): None

REQUIRED COURSE SEQUENCE AND TIMELINE
(Content must be tied to objectives)

Content Sequence	Dates
Review Touch Typing	2 days
Word Processing	30 days
Enrichment	4 days

Objectives:

The student will key information using Touch Typing method.

The student will demonstrate correct word processing skills when preparing all documents.

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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

   _____ Enhanced weight (Describe)

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