Warren County School District

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer 7
Course Number:00501
Course Prerequisites:
Course Description: (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, in addition to digital citizenship and internet safety.
No final exam is required.
Suggested Grade Level: 7
Length of Course: <u>4 days/week</u> One Semester Two SemestersOther (Describe)36 days
Units of Credit: .2 (Insert <u>NONE</u> if appropriate.)
PDE <i>Certification and Staffing Policies and Guidelines (CSPG)</i> Required Teacher Certification(s): Business, Computer, Information Technology K-12
Certification verified by WCSD Human Resources Department:
Board Approved Textbooks, Software, Materials: Title: Learning to type with Bernie Publisher: Cengage Learning ISBN #: 978-0538-439626 Copyright Date: 2005 Date of WCSD Board Approval: May 9, 2011

Online Resources: www.typing.com, www.how-to-type.com

BOARD APPROVAL:

Date Written: February 28, 2017

Date Approved:_____

Implementation Year: 2017-2018

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

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).

SPECIFIC EDUCATIONAL STANDARDS, CONTENT, & SKILLS

3.6 – Te	chnology Education x – perf	gy 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
А.	3.7.7C - Explain and demonstrate basic			• Quizzes
	computer operations and concepts			• Teacher
B.	3.7.7C - Demonstrate age appropriate			Observation
	keyboarding skills and techniques.			• Tests
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.			

For essential questions and content, see Curriculum Map - Computer 7

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	Х	No			
District-wide Final Examination	on Required:		-	Yes	X	No

Course Challenge Assessment (Describe): No

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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?
<u>X</u> Yes No
5. Is the course eligible for Honor Roll calculation? <u>X</u> Yes No
6. What is the academic weight of the course?
No weight/Non credit X Standard weight
Enhanced weight (Describe) AP