

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Computer Technology 9

Course Number: 01253

Course Prerequisites: None

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 the 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:

CSPG-33 K-12 Computer Information Technology

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: Academic

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: 10001 Introduction to Computer Technology

To find the State Course Code, go to [State Course Code](#), download the Excel file for SCED, click on SCED 6.0 tab, and choose the correct code that corresponds with the course.

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TEXTBOOKS AND SUPPLEMENTAL MATERIALS

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: 02/08/2021

Supplemental Materials: Online supplemental materials

Curriculum Document

WCSD Board Approval:

Date Finalized: 2/28/2017
Date Approved: 6/26/2017
Implementation Year: 2017-2018

SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS

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).

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SCOPE AND SEQUENCE OF CONTENT, AND CONCEPTS

Marking Period 1

- Digital Citizenship (2 weeks, 10 lessons)
- Spreadsheets (7 weeks, 14 lessons)

Marking Period 2

- Print Media software (7 weeks, 14 lessons)
- Presentation software (2 weeks, 10 lessons)

Marking Period 3

- Digital Citizenship (2 weeks, 10 lessons)
- Spreadsheets (7 weeks, 14 lessons)

Marking Period 4

- Print Media software (7 weeks, 14 lessons)
- Presentation software (2 weeks, 14 lessons)

WARREN COUNTY SCHOOL DISTRICT**PLANNED INSTRUCTION****Standards/Eligible Content and Skills**

Performance Indicator	PA Core Standard and/or Eligible Content	Marking Period Taught
Participate in best practice exercises for Website and Internet safety and ethics.	15.4.8.B 15.3.8.M 15.3.8.T	MP1, MP3
Demonstrate ability to create Excel Workbooks with multiple worksheets, formulas, functions, comments, and formatting capability.	15.4.8 D	MP1, MP3
Create Excel Worksheets that use data to form charts	15.4.8 D	MP1, MP3
Use data filters to use Excel as a database that sorts and filters data.	15.4.8 D	MP1, MP3
Use print software to edit and manipulate photos and text.	15.3.8.E. 15.4.8.G	MP2, MP4
Create a portfolio of print items using print software	15.3.8.E. 15.4.8.G	MP2, MP4
Use tools to edit a presentation in presentation software.	15.3.8.G 15.4.8B	MP2, MP4

ASSESSMENTS

PDE 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: projects, quizzes, and tests.

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: portfolio of projects.