

**WEST JEFFERSON HILLS SCHOOL DISTRICT
COMPUTER LITERACY CURRICULUM**

GRADE 9-12

Curriculum Strand: Keyboarding

<p style="text-align: center;">PA Academic Standards Student must be able to do</p>	<p style="text-align: center;">Objective Content or process student will be able to know and do</p>	<p style="text-align: center;">Instructional Methods</p>	<p style="text-align: center;">Materials/ Resources Textbooks, trade books, workbooks, software, hardware, etc.</p>	<p style="text-align: center;">*Assessment Procedures *Additional adaptations, modifications, accommodations, and enrichment/ acceleration will be provided per IEP</p>	<p style="text-align: center;">*Additional Learning Opportunities for students who do not meet basic standards *Additional adaptations, modifications, and accommodations will be provided per IEP</p>	<p style="text-align: center;">*Extended Learning Opportunities for students who can go beyond the basic standards. *Additional enrichment/acceleration will be provided per IEP</p>
<p>Use technology to enhance the effectiveness of communication.</p> <p>Use input technologies appropriately to enter and manipulate text and data.</p> <p>Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p>	<p>Type correctly with a minimum of 15 words per minute for three minutes.</p> <p>Type correctly with an accuracy of 70% or higher.</p>	<p>Teacher demonstration</p> <p>Drill and Practice</p>	<p>Keyboard Chart</p> <p>Handouts</p> <p>Computer Software “Keyboarding Skills”</p>	<p>Teacher observation</p> <p>Timed Typings</p> <p>Keyboarding Skill Lessons</p>	<p>Students are given extra books/handouts to take home for practice.</p>	<p>Extra drills to encourage student to increase speed and accuracy.</p>

**WEST JEFFERSON HILLS SCHOOL DISTRICT
COMPUTER LITERACY CURRICULUM**

GRADE 9-12

Curriculum Strand: Word Processing

<p style="text-align: center;">PA Academic Standards Student must be able to do</p>	<p style="text-align: center;">Objective Content or process student will be able to know and do</p>	<p style="text-align: center;">Instructional Methods</p>	<p style="text-align: center;">Materials/ Resources Textbooks, trade books, workbooks, software, hardware, etc.</p>	<p style="text-align: center;">*Assessment Procedures *Additional adaptations, modifications, accommodations, and enrichment/ acceleration will be provided per IEP</p>	<p style="text-align: center;">*Additional Learning Opportunities for students who do not meet basic standards *Additional adaptations, modifications, and accommodations will be provided per IEP</p>	<p style="text-align: center;">*Extended Learning Opportunities for students who can go beyond the basic standards. *Additional enrichment/acceleration will be provided per IEP</p>
<p>Use technology to enhance the effectiveness of communication.</p> <p>Use input technologies appropriately to enter and manipulate text and data.</p> <p>Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p>	<p>Students will be able to perform basic word processing functions such as:</p> <ul style="list-style-type: none"> • Opening and saving • Inserting and deleting • Cut and paste • Font changes • Spelling/Thesaurus/ Grammar • Printing • Formatting • Tables • Graphics <p>Understand vocabulary associated with word processing</p>	<p>Teacher presentations</p> <p>Guided Practice</p> <p>Notetaking</p>	<p>Handouts</p> <p>Computer</p> <p>Smartboard/Lanschool</p>	<p>Assignments</p> <p>Quizzes</p>	<p>Review Lesson</p> <p>Peer tutoring</p> <p>After school help</p>	<p>Advanced handouts with added features.</p>

--	--	--	--	--	--	--

**WEST JEFFERSON HILLS SCHOOL DISTRICT
COMPUTER LITERACY CURRICULUM**

GRADE 9-12

Curriculum Strand: Spreadsheets

PA Academic Standards Student must be able to do	Objective Content or process student will be able to know and do	Instructional Methods	Materials/ Resources Textbooks, trade books, workbooks, software, hardware, etc.	*Assessment Procedures *Additional adaptations, modifications, accommodations, and enrichment/ acceleration will be provided per IEP	*Additional Learning Opportunities for students who do not meet basic standards *Additional adaptations, modifications, and accommodations will be provided per IEP	*Extended Learning Opportunities for students who can go beyond the basic standards. *Additional enrichment/acceleration will be provided per IEP
Use technology to enhance the effectiveness of communication. Use input technologies appropriately to enter and manipulate text and data. Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society. Apply basic mathematical operations to solve problems.	The student will be able to : <ul style="list-style-type: none"> • Design spreadsheets • Enter labels, values • Define a range of cells • Enter formulas & functions • Save/preview • Work with rows/columns • Copy/move cells • Change column widths • Use border/fill • Apply absolute cell references • Generate graphs • Understand and use vocabulary appropriately. 	Teacher presentations Guided Practice Notetaking	Handouts Computer Smartboard/Lanschool	Assignments Quizzes	Review Lesson Peer tutoring After school help	Advanced handouts with added features.

**WEST JEFFERSON HILLS SCHOOL DISTRICT
COMPUTER LITERACY CURRICULUM**

GRADE 9-12

Curriculum Strand: Database

<p style="text-align: center;">PA Academic Standards Student must be able to do</p>	<p style="text-align: center;">Objective Content or process student will be able to know and do</p>	<p style="text-align: center;">Instructional Methods</p>	<p style="text-align: center;">Materials/ Resources Textbooks, trade books, workbooks, software, hardware, etc.</p>	<p style="text-align: center;">*Assessment Procedures *Additional adaptations, modifications, accommodations, and enrichment/ acceleration will be provided per IEP</p>	<p style="text-align: center;">*Additional Learning Opportunities for students who do not meet basic standards *Additional adaptations, modifications, and accommodations will be provided per IEP</p>	<p style="text-align: center;">*Extended Learning Opportunities for students who can go beyond the basic standards. *Additional enrichment/acceleration will be provided per IEP</p>
<p>Use technology to enhance the effectiveness of communication.</p> <p>Use input technologies appropriately to enter and manipulate text and data.</p> <p>Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.</p> <p>Use, plan, develop, and maintain database management systems.</p>	<p>The student will be able to:</p> <ul style="list-style-type: none"> • Plan & design a survey to enter into a database • Plan and design databases • Recognize the difference between field, record, and file • Enter information into a database • Perform sorts and filters using logical expressions • Modify an existing database • Utilize and understand database vocab. • Integrate software 	<p>Teacher presentations</p> <p>Guided Practice</p> <p>Notetaking</p>	<p>Handouts</p> <p>Computer</p> <p>Smartboard/Lanschool</p>	<p>Assignments</p> <p>Quizzes</p>	<p>Review Lesson</p> <p>Peer tutoring</p> <p>After school help</p>	<p>Advanced handouts with added features.</p>