

## Conneaut School District – Computer Applications Grade 9 Curriculum Map

### Computer Applications Grade 9

(45min period day for full year)

- Unit One: Word** (7 weeks, 35 days @ 90 min./day)
1. Office Basic/Getting Started w/ Word 2007 (L1)
  2. Basic Editing Skills (L2)
  3. Formatting Basics (L3)
  4. Word and The WWW /Word Tables (L4 & L5)
  5. Creating Documents w/ Merge (L6)
  6. Creating and Editing Long Documents (L7)
  7. Enhancing Documents & Automating Tasks(L8)

#### 3.7C Computer Operations

Explain and demonstrate basic computer operations  
 Apply basic computer operations and concepts  
 Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

#### 3.7D Computer Software

Apply computer software to solve specific problems  
 Utilize software to solve specific problems  
 Evaluate effectiveness of computer software to solve specific problems  
 R11.A.2.4 Identify main ideas, relevant details and generalizations  
 R11.A.2.5 Retell/summarize the major points/procedures of the text

### **Unit Two: Excel** (4 weeks 20 days @ 90 min./day)

1. Getting Started w/ Excel 2007 (L1)
- Working with Formulas & Formatting (L2)
2. Functions, Formulas & Charting (L3)
3. Advanced Printing, Formatting, & Editing (L4)
4. Advanced Chart Techniques, Functions (L5 L6)
5. Internet & Integration w/ Excel (L7)

#### 3.7C Computer Operations

Explain and demonstrate basic computer operations  
 Apply basic computer operations and concepts  
 Evaluate comp. operations/concepts - their effectiveness to solve

### **Link to Pennsylvania Standards:**

[http://www.pde.state.pa.us/ia\\_and\\_t/cwp/view.asp?a=108&q=103127&a\\_and\\_tNav=16309|&a\\_and\\_tNav=](http://www.pde.state.pa.us/ia_and_t/cwp/view.asp?a=108&q=103127&a_and_tNav=16309|&a_and_tNav=)

<http://www.pearsonsuccessnet.com>

(this link is comprehensive and contains National and Pennsylvania Standards as well as additional information (standards available in Word or PDF)

**A course syllabus will be developed and posted on the Conneaut School District Web Site for this course.**

**: will include unit outline as listed on this page**

**: will also include student learning expectations, and assessments**

-Apply knowledge of information technologies of encoding, transmitting, receiving, storing, retrieving and decoding. (3.6.10.B)

-Apply basic computer operations and concepts. (3.7.10.C)

-Utilize computer software to solve specific problems (3.7.10.D)

-- Analyze basic computer communications systems (3.7.10.E)

--Analyze knowledge of information technologies of processes encoding, transmitting, receiving, storing, retrieving and decoding. (3.6.12.B)

spec. problems

### 3.7D Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

M8.A.1.1.1 Convert fractions, decimals, percents

M8.A.1.2 Compare quantities or magnitudes of real numbers

M8.A.2.1 Complete calculations by applying PEMDAS

M8.A.3.1.2 Identify, apply/explain when exact or estimation ok

M8.A.3.1.1 Identify round up, round down

M8.A.3.2 Use estimation strategies when solving problems

M8.A.3.3.1 add, -, /, \* integers, fractions, and decimals

M8.D.2.2.1 Match a written situation to its equation/inequality

M8.E.1.1 Choose, display, interpret data (tables, charts, graphs)

M8.E.1.1.1 Choose the correct representation for a set of data

M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms

R11.A.2.4 Identify main ideas, relevant details and generalizations

R11.A.2.5 Retell/summarize the major points/procedures of the text

### Unit Three: PowerPoint (3 weeks 15 days @ 90 min./day)

1. **PowerPoint Basics (L1)**
2. **Work with Text and Graphic Elements (L2)**
3. **Prepare and Present a Slideshow (L3)**
3. **Personal PowerPoint Project (handout)**
3. **Personal PowerPoint Project (continued)**
3. **Challenges (pg 889 – Ex 2,3,9)**

### 3.7C Computer Operations

Explain and demonstrate basic computer operations

Apply basic computer operations and concepts

Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

### 3.7 Computer Software

Apply computer software to solve specific problems

Utilize software to solve specific problems

Evaluate effectiveness of computer software to solve specific problems

### 3.7E Computer Communication Systems

- Explain basic computer communications systems
- Apply basic computer communications systems
- Assess the effectiveness of computer communication systems
- R11.A.2.4 Identify main ideas, relevant details and generalizations
- R11.A.2.5 Retell/summarize the major points/procedures of the text

#### **Unit Four: Access** (2 weeks 10 days @ 90 min./day)

1. **Access Basics (L1)**  
**Working with Tables and Datasheets (L2)**  
**Simplifying Data Entry with Lookups and Forms (L3)**
2. **Simplifying Data Entry with Lookups and Forms (continued)**  
**Find Information in Database (L4)**  
**Display Information with Reports (L5)**

### 3.7C Computer Operations

- Explain and demonstrate basic computer operations
- Apply basic computer operations and concepts
- Evaluate comp. operations/concepts - their effectiveness to solve spec. problems

### 3.7D Computer Software

- Apply computer software to solve specific problems
- Utilize software to solve specific problems
- Evaluate effectiveness of computer software to solve specific problems
- M8.D.2.2.1 Match a written situation to its equation/inequality
- R11.A.2.4 Identify main ideas, relevant details and generalizations
- R11.A.2.5 Retell/summarize the major points/procedures of the text

#### **Unit Five: Advanced Project** (1 weeks 5 days @ 90 min./day)

1. **Word (Flyer, modified business letter, memo)**
3. **Excel (M&M Activity)**
4. **Access (CD/Video Database)**

### 3.7D Computer Software

Apply computer software to solve specific problems  
Utilize software to solve specific problems  
Evaluate effectiveness of computer software to solve specific problems  
M8.A.1.1.1 Convert fractions, decimals, percents  
M8.A.1.2 Compare quantities or magnitudes of real numbers  
M8.A.2.1 Complete calculations by applying PEMDAS  
M8.A.3.1.2 Identify, apply/explain when exact or estimation ok  
M8.A.3.1.1 Identify round up, round down  
M8.A.3.2 Use estimation strategies when solving problems  
M8.A.3.3.1 add, -, \*, integers, fractions, and decimals  
M8.D.2.2.1 Match a written situation to its equation/inequality  
M8.E.1.1 Choose, display, interpret data (tables, charts, graphs)  
M8.E.1.1.1 Choose the correct representation for a set of data  
M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms  
R11.A.2.4 Identify main ideas, relevant details and generalizations  
R11.A.2.5 Retell/summarize the major points/procedures of the text

**Unit Six: Final Projects (1 weeks 5days @ 90 min./day)**

**Review and Final Exam**

**Or**

**Final Project incorporating all aspects of Microsoft Office 2007**

3.7D Computer Software  
Apply computer software to solve specific problems  
Utilize software to solve specific problems  
Evaluate effectiveness of computer software to solve specific problems  
3.7E Computer Communication Systems  
Explain basic computer communications systems  
Apply basic computer communications systems  
Assess the effectiveness of computer communication systems  
M8.A.1.1.1 Convert fractions, decimals, percents  
M8.A.1.2 Compare quantities or magnitudes of real numbers  
M8.A.2.1 Complete calculations by applying PEMDAS  
M8.A.3.1.2 Identify, apply/explain when exact or estimation ok  
M8.A.3.1.1 Identify round up, round down

M8.A.3.2 Use estimation strategies when solving problems  
M8.A.3.3.1 add, -, /, \* integers, fractions, and decimals  
M8.D.2.2.1 Match a written situation to its equation/inequality  
M8.E.1.1 Choose, display, interpret data (tables, charts, graphs)  
M8.E.1.1.1 Choose the correct representation for a set of data  
M8.E.1.1.2 Bar graphs, line graphs, circle graphs, histograms  
R11.A.2.4 Identify main ideas, relevant details and generalizations  
R11.A.2.5 Retell/summarize the major points/procedures of the text
