

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

Review and Final Exam

Or

Final Project incorporating all aspects of Microsoft Office 2007

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 Apply basic computer communications systems
 Assess the effectiveness of computer communication systems
 M8.A.1.1.1 Convert fractions, decimals,percents
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M8.A.3.2 Use estimation strategies when solving problems
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