

Planned Course of Study

COMPUTER LITERACY

Grade 9

Technology Department
Salisbury Township School District
1140 Salisbury Road
Allentown, PA 18103

COMPUTER LITERACY
Grade 9
Semester

Learning Objectives/ Content	Teaching/Learning Activities	Evaluation Criteria	State Standard
<p>Objective 1</p> <p>The student will apply advanced database skills to include</p> <ol style="list-style-type: none"> 1. Working with tables 2. Using different views 3. Working with wizards 4. Using queries / filters 5. Editing data 6. Formatting data 7. Creating and formatting reports 8. Designing a data entry form/input screen 	<ol style="list-style-type: none"> 1. Review and hands-on practice. 2. Projects will be assigned requiring the use of database skills such as <ul style="list-style-type: none"> • States and Capitals • Address Books 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.10</p> <p>Section D. Utilize Computer Software to Solve Specific Problems.</p> <p>Apply advanced word processing, database, and spreadsheet skills</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			

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<p>Objective 2</p> <p>The student will apply knowledge of advanced input devices such as:</p> <ul style="list-style-type: none"> • Scanners • Digital cameras 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice. 2. Projects will be assigned requiring the use of advanced input devices (e.g. multimedia presentations). 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.10</p> <p>Section C. Apply Basic Computer Operations and Concepts.</p> <p>Apply knowledge of advanced input devices.</p>
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Additional Resources/Inter-disciplinary Relationships			

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<p>Objective 3</p> <p>The student will gain an understanding of the legal responsibilities of computer usage such as:</p> <ul style="list-style-type: none"> • Viruses • Copyright restrictions • Plagiarism • Computer hacking • Software piracy • Identity theft • Password protection • Illegal sharing of music files and games 	<ol style="list-style-type: none"> 1. Lecture 2. Assignments (e.g. WebQuests, Research projects, Worksheets, resources from www.crews.org/curriculum/ex/compsci/articles) 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.12</p> <p>Section D. Evaluate the Effectiveness of Computer Software to Solve Specific Problems.</p> <p>Analyze the legal responsibilities of computer users.</p>
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<p>Objective 4</p> <p>The student will identify legal restrictions in the use of software and the output of data.</p> <ul style="list-style-type: none"> • Copyright restrictions • Software piracy • Illegal sharing of music files and games 	<ol style="list-style-type: none"> 1. Lecture 2. Assignments (e.g. WebQuests, Research projects, Worksheets, resources from www.crews.org/curriculum/ex/compsci/articles) 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.10</p> <p>Section D. Utilize Computer Software to Solve Specific Problems.</p> <p>Identify legal restrictions in the use of software and the output of data.</p>
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<p>Objective 5</p> <p>The student will identify and explain various types of on-line services such as:</p> <ul style="list-style-type: none"> • Invisible web • Power library databases • Shopping bots • Banking • Job Search web sites • News bots • Real estate resources 	<ol style="list-style-type: none"> 1. Lecture 2. Use database and / or spreadsheet software for projects such as: <ul style="list-style-type: none"> • Careers in Computers • Finding a home / apartment • Comparison shopping 	<p>Completion of graded assignments</p>	<p>Science and Technology Standards 3.7.10</p> <p>Section E. Apply Basic Computer Communications Systems.</p> <p>Identify and explain various types of on-line services.</p> <p>Section D. Utilize Computer Software to Solve Specific Problems.</p> <p>Apply advanced word processing, database, and spreadsheet skills</p>
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<p>Objective 6</p> <p>The student will conduct advanced on-line research.</p>	<ol style="list-style-type: none"> 1. Online research using various search engines. 2. Use desktop publishing and / or word processing software for projects such as: <ul style="list-style-type: none"> • Computer hardware • History of computers 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.10</p> <p>Section E. Apply Basic Computer Communications Systems.</p> <p>Identify, describe, and complete advanced on-line research.</p> <p>Section D. Utilize computer software to solve specific problems</p> <p>Apply advanced graphic manipulation and desktop publishing techniques</p>
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<p>Objective 7</p> <p>The student will be able to apply advanced desktop publishing and graphic manipulation skills such as:</p> <ol style="list-style-type: none"> 1. Create text box 2. Formatting text 3. Text wrap 4. Importing text 5. Custom layout 6. Inserting tables 7. Customizing backgrounds 8. Drop cap 9. Bullets and numbering 	<ol style="list-style-type: none"> 1. Lecture and hands-on practice 2. Use desktop publishing software for projects such as: <ul style="list-style-type: none"> • Brochure on 20th century artist • Future of Technology (current events) 	<p>Completion of graded assignments.</p>	<p>Science and Technology Standards 3.7.10</p> <p>Section D. Utilize computer software to solve specific problems</p> <p>Apply advanced graphic manipulation and desktop publishing techniques</p>
Resources/Materials			
Additional Resources/Inter-disciplinary Relationships			