Ware Public Schools COMPUTER INFORMATION SYSTEMS CURRICULUM – Grades 9-12

Grades: 9-12

Computer Information Systems:

1 ST 5	Content and	Skills	Methods of	Teacher Resources	Framework
WEEKS	Essential Questions		Assessment	& Notes	Strand/s
					& Standard/s
	COMPUTER	1. Explain the functions of computer system	Vocabulary	Text: DDC Learning	STANDARD 1:
	CONCEPTS	components.	tests	Microsoft Office	Demonstrate
		2. Describe the information processing cycle.		2000	proficiency in the use of
	COMPUTER	3. Trace the development of computers and their	Worksheets		computers and
	SYSTEMS	impact on society.		Microsoft Office	applications as well as
	MANAGEMENT	4. Describe various computer input devices.	Student	Suite 2003	an understanding of
		5. Describe various auxiliary storage devices.	demonstration		concepts underlying
	WORD	6. Identify basic networking components.		Windows XP	hardware, software, and
	PROCESSING	7. Maintain work station, equipment, software, and	Student-		connectivity.
		supplies.	produced	Web Site:	
		8. Obtain assistance vie electronic and hard copy	documents	office.microsoft.com	
		references and documentation.			
		9. Troubleshoot hardware problems.	Quizzes	Internet	PERFORMANCE
		10. Manage operating systems.			INDICATORS:
		11. Manage files and directories.		Intranet	1.35, 1.37, 1.38, 1.39,
		12. Back/up restore program and data files.			1.40, 1.42
		13. Describe the steps to install and delete software.			
	HARAGO CONTRACTOR OF THE PARTY	14. Operate peripherals such as zip drive, scanner, and			
		digital camera.			
		15. Identify safety precautions and devices associated			STANDARD 2:
		with computer use.			Demonstrate
		16. Describe a variety of word processing programs.			responsible use of
		17. Format and compose a variety of documents to			technology and an
		include letters, memoranda, reports, newsletters,			understanding of ethics
		tables, and brochures.			and safety issues in
		18. Proofread and edit documents.			using electronic media.
		19. Use word processing desktop publishing functions			
		to create visual communications involving test and			PERFORMANCE
		graphic data.			INDICATORS:

1 ST 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
		20. Enhance layout of documents by using formatting features.21. Import graphics using a variety of peripherals.			2.16, 2.17 STANDARD 3: Demonstrate ability to use technology for research, problemsolving, and communication. Students locate, evaluate, collect, and process information from a variety of electronic sources. Students use telecommunications and other media to interact or collaborate with peers, experts, and other audiences.
					PERFORMANCE INDICATORS: 3.15, 3.17, 3.18

2 ND 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	DESKTOP	1. Cut, copy, insert, and move text.	Student-	Text: DDC Learning	STANDARD 1:
	PUBLISHING	2. Add bullets and numbering	produced	Microsoft Office	Demonstrate proficiency
	FEATURES	3. Use the Undo and Repeat commands	documents	2000	in the use of computers
		4. Apply font styles			and applications as well as
	WORD	5. Use all underline options	Quizzes	Microsoft Office	an understanding of
	PROCESSING	6. Apply character effects		Suite 2003	concepts underlying
		7. Select and change fonts and font size	Projects		hardware, software, and
	SPREADSHEETS	8. Use hyphenation		Windows XP	connectivity.
		9. Align text	Portfolio		
		10. Set margins		Web Site:	
		11. Insert page breaks		office.microsoft.com	
		12. Align text vertically			PERFORMANCE
		13. Set line-spacing options		Internet	INDICATORS:
		14. Insert date and time			1.46, 1.47, 1.48, 1.49,
	<u> </u>	15. Use the TAB command		Intranet	1.50, 1.51
		16. Set tabs			
		17. Create and modify page numbers			
	/////	18. Create and modify headers and footers			C= 1.25 1.55 1
		19. Create sections with formatting that differs			STANDARD 2:
		from other sections			Demonstrate responsible
		20. Alternate headers and footers			use of technology and an
		21. Create and apply styles			understanding of ethics
		22. Edit styles			and safety issues in using
		23. Editing Text			electronic media.
		24. Find and replace text			
		25. Navigate through a document			
		26. Set AutoCorrect exceptions			PEDECODALANCE
		27. Create and apply frequently used text			PERFORMANCE
		28. Generating an Outline			INDICATORS:
		29. Create an outline			
		30. Creating Documents for Internet/Intranet			
		Use 31. Save as HTML			CTANDADD 2.
					STANDARD 3:
		32. Use the Spelling and Grammar command			Demonstrate ability to use
		33. Use the Thesaurus			technology for research,
		34. Key and edit text in columns			problem-solving, and

2 ND 5	Content and	Skills	Methods of	Teacher Resources	Framework
WEEKS	Essential Questions		Assessment	& Notes	Strand/s
					& Standard/s
		35. Revise column structure			communication. Students
		36. Creating Tables			locate, evaluate, collect,
		37. Create and format tables			and process information
	00	38. Add borders and shading to tables			from a variety of
		39. Revise tables		X	electronic sources.
		40. Modify table structure		news	Students use
		41. Rotate text in a table			telecommunications and
		42. Locate and open an existing document			other media to interact or
		43. Save a document with the same name		CI D D	collaborate with peers,
		44. Save a document with a different name			experts, and other
		45. Create a folder			audiences.
		46. Create and modify lines and objects			
		47. Printing Documents and Envelopes			
	5/2/	48. Use Print Preview			PEDEODIALNOS
		49. Print a document			PERFORMANCE
		50. Prepare and print envelopes and labels			INDICATORS:
		51. Describe a variety of spreadsheet programs.			3.15, 3.16, 3.17, 3.18
		52. Create spreadsheets.			
		53. Edit spreadsheets.54. Enhance a spreadsheet by using formatting			
		features and graphics			
		55. Devise arithmetic formulas to solve typical			
		business problems.			
		56. Use intermediate spreadsheet functions to			
		include relative and absolute cell addressing.			
		57. Analyze and interpret data.			
		58. Create graphs and charts to visually			
		represent data.			
		59. Integrate word processing and database			
		information.			

3 RD 5	Content and	Skills	Methods of	Teacher Resources	Framework
WEEKS	Essential Questions		Assessment	& Notes	Strand/s
					& Standard/s
	DATABASE	1. Describe variety of database programs.	Worksheets	Text: DDC Learning	STANDARD 1:
	DEVELOPMENT	2. Plan, design, and create a database file.		Microsoft Office	Demonstrate proficiency
	AND	3. Edit database files.	Student-produced	2000	in the use of computers
	MANAGEMENT	4. Sort and index databases.	documents		and applications as well
		5. Create and run queries to access		Microsoft Office	as an understanding of
	MULTIMEDIA	information.	Quizzes	Suite 2003	concepts underlying
	PRESENTATIONS	6. Generate reports.			hardware, software, and
		7. Enhance reports using formatting features	Oral presentations	Windows XP	connectivity.
		and graphics.			
		8. Integrate database, graphics, and		Web Site:	
		spreadsheets into a word processing		office.microsoft.com	
		document			PERFORMANCE
		9. Integrate information in word processing		Internet	INDICATORS:
		and spreadsheet applications.			1.43, 1.44, 1.45, 1.57,
		10. Identify the components of an effective		Intranet	1.58
		presentation using existing presentations			
		11. Describe various output options from			
		presentation software.			
		12. Research and organize information for a			STANDARD 2:
		multimedia presentation.			Demonstrate responsible
		13. Plan and build a multimedia presentation.			use of technology and an
		14. Proofread and edit a multimedia			understanding of ethics
		presentation.			and safety issues in using
		15. Draw and edit objects incorporating			electronic media.
		features such as fills, borders, and lines.		11 WW	
		16. Enhance a multimedia presentation with		http://www	
		specialized features.		HILLA	PERFORMANCE
		17. Integrate a variety of software applications			PERFORMANCE
		into a multimedia presentation.			INDICATORS:
		18. Deliver a multimedia presentation orally			
		and visually.			
		19. Critique the clarity and effectiveness of			STANDARD 3:
		multimedia presentations.			
					Demonstrate ability to
					use technology for
					research, problem-

3 RD 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
		700 000 70 000 70 000 75 000 75 000			solving, and communication. Students locate, evaluate, collect, and process information from a variety of electronic sources. Students use telecommunications and other media to interact or collaborate with peers, experts, and other audiences. PERFORMANCE
					INDICATORS: 3.15, 3.16, 3.17, 3.18



4 TH 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	COMMUNICATIONS	1. Identify the functions of	Written/oral	Text: DDC Learning	STANDARD 1:
		telecommunication devices.	reports	Microsoft	Demonstrate proficiency in
	ETHICAL ISSUES	2. Describe common features of local area		Office 2000	the use of computers and
	RELATED TO	networks, wide area networks, and	Group		applications as well as an
	COMPUTERS	international networks.	presentations	Microsoft Office	understanding of concepts
		3. Describe how the Internet works.		Suite 2003	underlying hardware,
	EMPLOYABILITY	4. Explore uses of the Internet in business	Worksheets	XX. 1 XXD	software, and connectivity.
	SKILLS	applications.	Y 1' ' 1 1/	Windows XP	
		5. Access information on the World Wide	Individual/group	W 1 C'	
		Web.	reports	Web Site: office.microsoft.com	DEDECORMANCE
		6. Identify security issues related to computer hardware, software, and data.	Student	office.microsoft.com	PERFORMANCE INDICATORS:
		7. Identify concepts of security, integrity,	demonstrations	Internet	1.52, 1.53, 1.54, 1.59
		courtesy, and confidentiality related to	demonstrations	Internet	1.52, 1.53, 1.54, 1.59
		information and communication systems.		Intranet	
		8. Identify concepts related to copyright,		intranet	
		public domain, copy protection, and			STANDARD 2:
		licensing agreements.			Demonstrate responsible
		9. Describe Internet services.			use of technology and an
		10. Describe the uses of e-commerce.			understanding of ethics
		11. Explore trends in emerging			and safety issues in using
		communications technology and			electronic media.
		information processing.			
		12. Participate in course activities sponsored			
		by the student organization.			
		13. Research career opportunities.			PERFORMANCE
		Develop/update a resume.	37 (2)		INDICATORS:
		14. Compose letter of application.			2.17, 2.18, 2.19, 2.20, 2.21
		15. Complete manual and electronic			
		application forms.			
		16. Create a portfolio containing			CTIANDA DD 4
		representative examples of work			STANDARD 3:
		developed.			Demonstrate ability to use
					technology for research,
					problem-solving, and communication. Students
					communication. Students

4 TH 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
					locate, evaluate, collect, and process information from a variety of electronic sources. Students use telecommunications and other media to interact or collaborate with peers, experts, and other audiences. PERFORMANCE INDICATORS: 3.12, 3.13, 3.14, 3.15, 3.17, 3.18, 3.20