
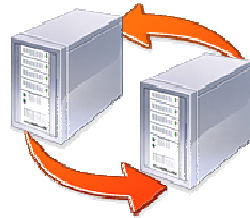


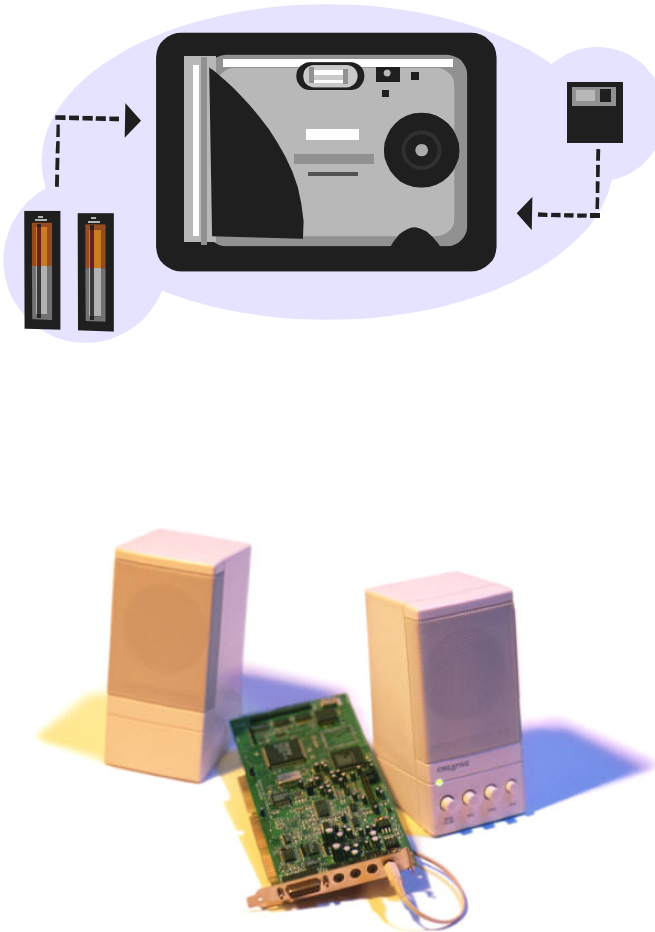

Ware Public Schools


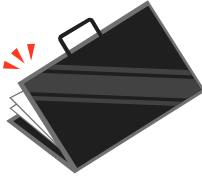
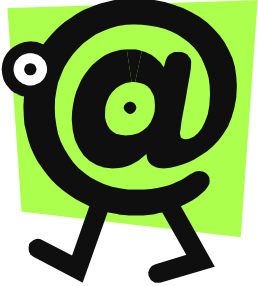
COMPUTER INFORMATION SYSTEMS CURRICULUM – Grades 9-12






Computer Information Systems:

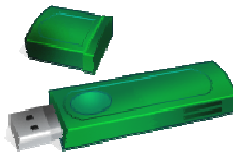

Grades: 9-12

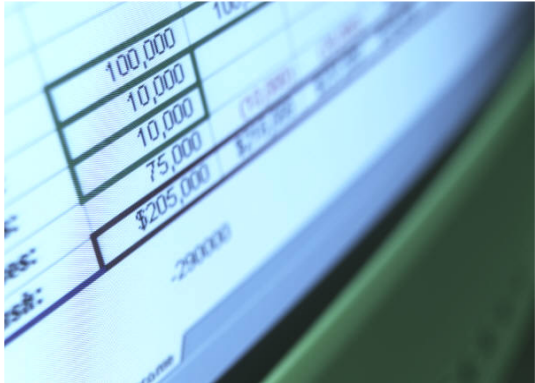
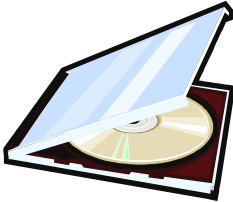
1 ST 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	<p>COMPUTER CONCEPTS</p> <p>COMPUTER SYSTEMS MANAGEMENT</p> <p>WORD PROCESSING</p> 	<ol style="list-style-type: none"> 1. Explain the functions of computer system components. 2. Describe the information processing cycle. 3. Trace the development of computers and their impact on society. 4. Describe various computer input devices. 5. Describe various auxiliary storage devices. 6. Identify basic networking components. 7. Maintain work station, equipment, software, and supplies. 8. Obtain assistance via electronic and hard copy references and documentation. 9. Troubleshoot hardware problems. 10. Manage operating systems. 11. Manage files and directories. 12. Back/up restore program and data files. 13. Describe the steps to install and delete software. 14. Operate peripherals such as zip drive, scanner, and digital camera. 15. Identify safety precautions and devices associated with computer use. 16. Describe a variety of word processing programs. 17. Format and compose a variety of documents to include letters, memoranda, reports, newsletters, tables, and brochures. 18. Proofread and edit documents. 19. Use word processing desktop publishing functions to create visual communications involving text and graphic data. 	<p>Vocabulary tests</p> <p>Worksheets</p> <p>Student demonstration</p> <p>Student-produced documents</p> <p>Quizzes</p>	<p>Text: DDC Learning Microsoft Office 2000</p> <p>Microsoft Office Suite 2003</p> <p>Windows XP</p> <p>Web Site: office.microsoft.com</p> <p>Internet</p> <p>Intranet</p> 	<p>STANDARD 1: Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.</p> <p>PERFORMANCE INDICATORS: 1.35, 1.37, 1.38, 1.39, 1.40, 1.42</p> <p>STANDARD 2: Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.</p> <p>PERFORMANCE INDICATORS:</p>

1 ST 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
		<p>20. Enhance layout of documents by using formatting features.</p> <p>21. Import graphics using a variety of peripherals.</p> 			<p>2.16, 2.17</p> <p>STANDARD 3: Demonstrate ability to use technology for research, problem-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.</p> <p>PERFORMANCE INDICATORS: 3.15, 3.17, 3.18</p> 

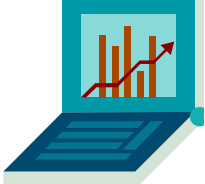

2 ND 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	<p>DESKTOP PUBLISHING FEATURES</p> <p>WORD PROCESSING</p> <p>SPREADSHEETS</p> 	<ol style="list-style-type: none"> 1. Cut, copy, insert, and move text. 2. Add bullets and numbering 3. Use the Undo and Repeat commands 4. Apply font styles 5. Use all underline options 6. Apply character effects 7. Select and change fonts and font size 8. Use hyphenation 9. Align text 10. Set margins 11. Insert page breaks 12. Align text vertically 13. Set line-spacing options 14. Insert date and time 15. Use the TAB command 16. Set tabs 17. Create and modify page numbers 18. Create and modify headers and footers 19. Create sections with formatting that differs from other sections 20. Alternate headers and footers 21. Create and apply styles 22. Edit styles 23. Editing Text 24. Find and replace text 25. Navigate through a document 26. Set AutoCorrect exceptions 27. Create and apply frequently used text 28. Generating an Outline 29. Create an outline 30. Creating Documents for Internet/Intranet Use 31. Save as HTML 32. Use the Spelling and Grammar command 33. Use the Thesaurus 34. Key and edit text in columns 	<p>Student-produced documents</p> <p>Quizzes</p> <p>Projects</p> <p>Portfolio</p> 	<p>Text: DDC Learning Microsoft Office 2000</p> <p>Microsoft Office Suite 2003</p> <p>Windows XP</p> <p>Web Site: office.microsoft.com</p> <p>Internet</p> <p>Intranet</p> 	<p>STANDARD 1: Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.</p> <p>PERFORMANCE INDICATORS: 1.46, 1.47, 1.48, 1.49, 1.50, 1.51</p> <p>STANDARD 2: Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.</p> <p>PERFORMANCE INDICATORS:</p> <p>STANDARD 3: Demonstrate ability to use technology for research, problem-solving, and</p>


2 ND 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	  	<p>35. Revise column structure 36. Creating Tables 37. Create and format tables 38. Add borders and shading to tables 39. Revise tables 40. Modify table structure 41. Rotate text in a table 42. Locate and open an existing document 43. Save a document with the same name 44. Save a document with a different name 45. Create a folder 46. Create and modify lines and objects 47. Printing Documents and Envelopes 48. Use Print Preview 49. Print a document 50. Prepare and print envelopes and labels 51. Describe a variety of spreadsheet programs. 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.</p>			<p>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.</p> <p>PERFORMANCE INDICATORS: 3.15, 3.16, 3.17, 3.18</p> 

3 RD 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	<p>DATABASE DEVELOPMENT AND MANAGEMENT</p> <p>MULTIMEDIA PRESENTATIONS</p>	<ol style="list-style-type: none"> 1. Describe variety of database programs. 2. Plan, design, and create a database file. 3. Edit database files. 4. Sort and index databases. 5. Create and run queries to access information. 6. Generate reports. 7. Enhance reports using formatting features and graphics. 8. Integrate database, graphics, and spreadsheets into a word processing document 9. Integrate information in word processing and spreadsheet applications. 10. Identify the components of an effective presentation using existing presentations 11. Describe various output options from presentation software. 12. Research and organize information for a multimedia presentation. 13. Plan and build a multimedia presentation. 14. Proofread and edit a multimedia presentation. 15. Draw and edit objects incorporating features such as fills, borders, and lines. 16. Enhance a multimedia presentation with specialized features. 17. Integrate a variety of software applications into a multimedia presentation. 18. Deliver a multimedia presentation orally and visually. 19. Critique the clarity and effectiveness of multimedia presentations. 	<p>Worksheets</p> <p>Student-produced documents</p> <p>Quizzes</p> <p>Oral presentations</p> 	<p>Text: DDC Learning Microsoft Office 2000</p> <p>Microsoft Office Suite 2003</p> <p>Windows XP</p> <p>Web Site: office.microsoft.com</p> <p>Internet</p> <p>Intranet</p> 	<p>STANDARD 1: Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.</p> <p>PERFORMANCE INDICATORS: 1.43, 1.44, 1.45, 1.57, 1.58</p> <p>STANDARD 2: Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.</p> <p>PERFORMANCE INDICATORS:</p> <p>STANDARD 3: Demonstrate ability to use technology for research, problem-</p>

3 RD 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
					<p>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.</p> <p>PERFORMANCE INDICATORS: 3.15, 3.16, 3.17, 3.18</p>



4 TH 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
	<p>COMMUNICATIONS</p> <p>ETHICAL ISSUES RELATED TO COMPUTERS</p> <p>EMPLOYABILITY SKILLS</p>	<ol style="list-style-type: none"> 1. Identify the functions of telecommunication devices. 2. Describe common features of local area networks, wide area networks, and international networks. 3. Describe how the Internet works. 4. Explore uses of the Internet in business applications. 5. Access information on the World Wide Web. 6. Identify security issues related to computer hardware, software, and data. 7. Identify concepts of security, integrity, courtesy, and confidentiality related to information and communication systems. 8. Identify concepts related to copyright, public domain, copy protection, and licensing agreements. 9. Describe Internet services. 10. Describe the uses of e-commerce. 11. Explore trends in emerging communications technology and information processing. 12. Participate in course activities sponsored by the student organization. 13. Research career opportunities. Develop/update a resume. 14. Compose letter of application. 15. Complete manual and electronic application forms. 16. Create a portfolio containing representative examples of work developed. 	<p>Written/oral reports</p> <p>Group presentations</p> <p>Worksheets</p> <p>Individual/group reports</p> <p>Student demonstrations</p>  	<p>Text: DDC Learning Microsoft Office 2000</p> <p>Microsoft Office Suite 2003</p> <p>Windows XP</p> <p>Web Site: office.microsoft.com</p> <p>Internet</p> <p>Intranet</p>	<p>STANDARD 1: Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.</p> <p>PERFORMANCE INDICATORS: 1.52, 1.53, 1.54, 1.59</p> <p>STANDARD 2: Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.</p> <p>PERFORMANCE INDICATORS: 2.17, 2.18, 2.19, 2.20, 2.21</p> <p>STANDARD 3: Demonstrate ability to use technology for research, problem-solving, and communication. Students</p>

4 TH 5 WEEKS	Content and Essential Questions	Skills	Methods of Assessment	Teacher Resources & Notes	Framework Strand/s & Standard/s
					<p>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.</p> <p>PERFORMANCE INDICATORS: 3.12, 3.13, 3.14, 3.15, 3.17, 3.18, 3.20</p>