

# Cornwall-Lebanon School District Curriculum Overview

## Computer Literacy Basics - Grades 9-12

20 length of time in weeks	Concepts & Competencies	Common Assessments	Academic Standards (PA Core if applicable)
Unit 1  7	<u>Keyboarding</u> Students will learn/improve their touch typing skill to at least 20 words per minute with a maximum of 1 uncorrected error per minute on timings.	➤ Marking Period Test	PA—CTE—Business, Management, Marketing and Support Services—Administrative Assistant and Secretarial Science (52.0401): 901 1003
Unit 2  5	<u>Microsoft Word</u> Students will utilize the basic features of Microsoft Word in order to create and modify documents efficiently and effectively.	➤ Word Performance Test ➤ Marking Period Test	301 302 303 304
Unit 3  5	<u>Microsoft Excel</u> Students will utilize the basic features of Microsoft Excel in order to efficiently and effectively create worksheets/workbooks and graphs utilizing its mathematical and organizational capabilities.	➤ Excel Performance Test ➤ Marking Period Test	401 402 404 405
Unit 4  3	<u>Microsoft PowerPoint</u> Students will utilize the basic features of Microsoft PowerPoint in order to create presentations efficiently and effectively.	➤ PowerPoint Performance Test ➤ Marking Period Test	601 602