COURSE DESCRIPTION

Course Title: Computer 5

Course Number: 08593

Course Prerequisites: none

Course Description: (Include "no final exam" or "final exam required")
Computer 5 is a course that focuses on reinforcing basic keyboarding skills and develops skills needed for word processing, in addition to digital citizenship, internet safety, and basic coding.

No final exam is required.

Suggested Grade Level: 5

Length of Course: 1 day/week Two Semesters   Other (Describe)

Units of Credit: None   (Insert *NONE* if appropriate.)

PDE *Certification and Staffing Policies and Guidelines (CSPG)* **Required Teacher Certification(s): Business, Computer, Information Technology K-12**

Certification verified by WCSD Human Resources Department:
           X   Yes   No

Board Approved Textbooks, Software, Materials:
Title: Learning to type with Bernie
Publisher: Cengage Learning
ISBN #: 978-0538-439626
Copyright Date: 2005
Date of WCSD Board Approval: May 9, 2011

Online Resources: www.typing.com, www.how-to-type.com

Date Written: March 13, 2018

Date Approved:

Implementation Year: 2018-2019

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

SPECIFIC EDUCATIONAL STANDARDS, CONTENT, & SKILLS

3.6 – Technology Education   x – performance assessed during that semester

	Performance Indicator	1	2	Assessment
A.	15.4.5.B Identify and demonstrate understanding of ethical, safe, and social online behavior and potential consequences of unethical, unsafe, and inappropriate behavior.			• Quizzes • Teacher Observation • Tests

3.7 - Technological Devices   x – performance assessed during that semester

	Performance Indicator	1	2	Assessment
A.	15.4.5.G Create a digital project using appropriate software/application for an authentic task.			• Quizzes • Teacher Observation • 15Tests
B.	15.4.5.K Use digital media to enhance a content-specific work product.			
C.	15.4.5.M Discuss the impact of emerging technologies on a variety of careers.			

ASSESSMENTS

Suggested Formative Assessments: The teacher will develop and use standards-based assessments throughout the course.

- Pre-Assessments of prior knowledge (e.g. entrance cards or KWL chart)
- Labs/lab reports
- Bell ringers/Problems of the Day(PODs)
- Discussions
- Teacher observation/Questioning
- Graphic organizers (e.g. Venn diagrams, word mapping, webbing, KWL chart, etc.)
- Summarizing
- Retelling
- Notetaking
- Problem-based learning modules
- Authentic assessment
- Oral presentations
- Outlining
- Journaling
- Student presentations/projects
- Open-ended response
- Classroom Performance System (CPS)

Suggested Summative Assessments:
- Essays
- Open-Ended Responses
- Projects
- Quizzes/tests
- Student presentations
- Portfolios

District Approved Assessment Instruments
- Any district approved assessment instrument

Portfolio Assessment: _____ Yes __X__ No

District-wide Final Examination Required: _____ Yes __X__ No

Course Challenge Assessment (Describe): No

WRITING TEAM: Cathie Cummings, Michelle Johnson, Joe McClellan, Jessica McElhaney

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? _____ Yes __X__ No

2. Does this course issue a mark/grade for the report card?

    _____ Yes __X__ No

3. Does this course issue a Pass/Fail mark? __X__ Yes _____ No

4. Is the course mark/grade part of the GPA calculation?

    _____ Yes __X__ No

5. Is the course eligible for Honor Roll calculation? _____ Yes __X__ No

6. What is the academic weight of the course?

    _____ No weight/Non credit __X__ Standard weight

    _____ Enhanced weight (Describe) AP

COMPUTER 5 COURSE OUTLINE
Year Long Course

1.   Computer Basics (3 classes)
2.   Digital Citizenship (4 classes)
3.   Keyboarding Technique (18 classes)
4.   Microsoft Words Basics (5 classes)
5.   Coding (5 classes)