COURSE DESCRIPTION

Course Title: Keyboarding
Course Number: 10560
Course Prerequisites: None

Course Description: See Attachment

Suggested Grade Level: Grades 6-8
Length of Course: One Semester
Units of Credit: None
PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:
CSPG 33
To find the CSPG information, go to https://www.education.pa.gov/Educators/Certification/Staffing%20Guidelines/Pages/default.aspx
Certification verified by the WCSD Human Resources Department: ☒Yes ☐No

WCSD STUDENT DATA SYSTEM INFORMATION

Course Level: Academic
Mark Types: Check all that apply.
☒F – Final Average ☒MP – Marking Period ☐EXM – Final Exam

GPA Type: ☐ GPAEL-GPA Elementary ☒ GPAML-GPA for Middle Level ☐ NHS-National Honor Society
☐ UGPA-Non-Weighted Grade Point Average ☐ GPA-Weighted Grade Point Average

State Course Code: 12005

To find the State Course Code, go to https://nces.ed.gov/forum/sced.asp, download the Excel file for *SCED*, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

TEXTBOOKS AND SUPPLEMENTAL MATERIALS

Supplemental Materials: Accelerate Education (Virtual Academy)

Curriculum Document

WCSD Board Approval:
  Date Finalized: 9/19/2019
  Date Approved: 11/4/2019
  Implementation Year: 19-20

SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

ASSESSMENTS

PSSA Academic Standards, Assessment Anchors, and Eligible Content: The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

Formative Assessments: The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

Effective formative assessments for this course include: Lesson quizzes, projects, discussion boards, and module exams

Summative Assessments: The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

Effective summative assessments for this course include: Semester exams

Keyboarding
Course Syllabus and Lesson Planner

Course Info:

This course is written for beginning typers in the k - 5 grade levels. It gives students a complete tutorial of proper typing techniques and covers all alphabet keys, space bar, caps lock, shift, enter and backspace. It includes many fun engaging lessons and games to test students speed and accuracy.

Description:

In this course there are 7 modules that will cover proper sitting posture to all of the main keys on the keyboard including home, top, and bottom row keys, Shift, Enter, Backspace, caps lock, and tab.

- Module 1 instructs the students on proper sitting posture at their desk while typing and hand(s) placement.

- Module 2 will cover the Space Bar, Home Row Keys and the Reach Keys for the Middle Row.

- Module 3 will cover the Top Row Keys and the Reach Keys for the Top Row.

- Module 4 will cover the Bottom Row Keys and the Reach Keys for the Bottom Row.

- Module 5 will cover the Shift keys and which finger is best to use.

- Module 6 will cover the Enter and Backspace key and which finger is best to use.

- Module 7 will cover the Caps Lock and Tab Keys.

    Every module after module 1 will have a journal entry for the student to complete. They will practice their typing skills using an interactive space game, testing their speed and accuracy. They will record the results in their journal.

Course Length:

This course is developed to be 1 semester in length for students grades k - 5. (See Lesson Plan Below)

Course Prerequisites (if applicable):

Course Requirements:

Computer– Students must have access to a computer with internet access and an internet browser. Simply STEM has been successfully tested using Internet Explorer, Firefox, Chrome, and Safari. In addition, we have tested many versions of smart phone/tablet browsers as well.

Internet Access – Although results may vary, based on connection type and speeds, we have tested our online videos on DSL, Satellite, Cable, and cellular connections. Our courses cannot be download and require internet access to view them.

Course Grading:

Grading will be based on quizzes, project uploads, and teacher requirements.

Lesson Plan:

Module 1 – Introduction	Week 1
Module 1 – Introduction Quiz 1	Week 1
Module 1 – Introduction Quiz 2	Week 1
Module 2 – The Home Row Keys	Week 2
Module 2 – The Left Home Row Keys Mission Simulator	Week 2 (1-2 hours a day)
Module 2 – The Left Home Row Keys Perform Mission	Week 2 (1-2 hours a day)
Module 2 – The Left Home Row Keys Journal Entry	Week 2
Module 2 – The Left Home Row Keys Quiz	Week 2
Module 2 – The Right Home Row Keys Mission Simulator	Week 3 (1-2 hours a day)
Module 2 – The Right Home Row Keys Perform Mission	Week 3 (1-2 hours a day)
Module 2 – Right Home Row Keys Journal Entry	Week 3
Module 2 – Right Home Row Keys Quiz	Week 3
Module 2 – Home Row Reach Keys Mission Simulator	Week 4 (1-2 hours a day)

Module 2 – Home Row Reach Keys Perform Mission	Week 4 (1-2 hours a day)
Module 2 – Home Row Reach Keys Journal Entry	Week 4
Module 2 – Home Row Reach Keys Quiz	Week 4
Module 3 – The Top Row Keys	Week 5
Module 3 – The Left Top Row Keys Mission Simulator	Week 5 (1-2 hours a day)
Module 3 – The Left Top Row Keys Perform Mission	Week 5 (1-2 hours a day)
Module 3 – The Left Top Row Keys Journal Entry	Week 5
Module 3 – The Left Top Row Keys Quiz	Week 5
Module 3 – The Right Top Row Keys Mission Simulator	Week 5 (1-2 hours a day)
Module 3 – The Right Top Row Keys Mission Simulator	Week 5 (1-2 hours a day)
Module 3 – The Right Top Row Keys Journal Entry	Week 5
Module 3 – The Right Top Row Keys Quiz	Week 5
Module 3 – The Top Row Reach Keys Mission Simulator	Week 6 (1-2 hours a day)
Module 3 – The Top Row Reach Keys Perform Mission	Week 6 (1-2 hours a day)
Module 3 – The Top Row Reach Keys Journal Entry	Week 6
Module 3 – The Top Row Reach Keys Quiz	Week 6
Module 4 – The Bottom Row Keys	Week 7
Module 4 – The Left Bottom Row Keys Mission Simulator	Week 7 (1-2 hours a day)
Module 4 – The Left Bottom Row Keys Perform Mission	Week 7 (1-2 hours a day)
Module 4 – The left Bottom Row Keys Journal Entry	Week 7
Module 4 – The Left Bottom Row Keys Quiz	Week 7
Module 4 – The Right Bottom Row Keys Mission Simulator	Week 8 (1-2 hours a day)
Module 4 – The Right Bottom Row Keys Perform Mission	Week 8 (1-2 hours a day)
Module 4 – The Right Bottom Row Keys Journal Entry	Week 8
Module 4 – The Right Bottom Row Keys Quiz	Week 8
Module 4 – The Bottom Row Reach Keys Mission Simulator	Week 9 (1-2 hours a day)
Module 4 – The Bottom Row Reach Keys Perform Mission	Week 9 (1-2 hours a day)
Module 4 – The Bottom Row Reach Keys Journal Entry	Week 9

Module 4 – The Bottom Row Reach Keys Quiz	Week 9
Module 5 – The Shift Keys	Week 10
Module 5 – The Shift Keys Mission Simulator	Week 10 (1-2 hours a day)
Module 5 – The Shift Keys Perform Mission	Week 10 (1-2 hours a day)
Module 5 – The Shift Keys Journal Entry	Week 10
Module 5 – The Shift Keys Quiz	Week 10
Module 6 – The Enter and Backspace Keys	Week 11
Module 6 – The Enter and Backspace Keys Mission Simulator	Week 11 (1-2 hours a day)
Module 6 – The Enter and Backspace Keys Perform Mission	Week 11 (1-2 hours a day)
Module 6 – The Enter and Backspace Keys Journal Entry	Week 11
Module 6 – Enter Key Quiz	Week 11
Module 6 – Backspace Key Quiz	Week 11
Module 7 – Caps Lock and Tab keys	Week 12
Module 7 – Caps Lock and Tab Keys Mission Simulator	Week 12 (1-2 hours a day)
Module 7 – Caps Lock and Tab Keys Perform Mission	Week 12 (1-2 hours a day)
Module 7 – Caps Lock and Tab Keys Journal Entry	Week 12
Module 7 – Caps Lock Quiz	Week 12
Module 7 – Tab Quiz	Week 12
Final Journal Entry	Week 13
Final Exam 1 (Home, Top, and Bottom Row Keys)	Week 13
Final Exam 2 (Shift, Enter, Backspace, Caps Lock, and Tab)	Week 13