

WARREN COUNTY SCHOOL DISTRICT
PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Personal Keyboarding

Course Number: _____

Course Prerequisites: None

Course Description: (Include “no final exam” or “final exam required”)

Personal Keyboarding is designed to give students a background in basic keyboarding procedures for personal and academic use. This course is taught on computers. Students will learn E-mail, tabulation, tables, report keyboarding, and letter formatting.

Final Exam in required.

Suggested Grade Level: 9-12

Length of Course: X One Semester Two Semesters Other

(Describe)

Units of Credit: .5 (Insert *NONE* if appropriate.)

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s)

(Insert certificate title and CSPG#) Business

Certification verified by WCSD Human Resources Department:

X Yes No

Board Approved Textbooks, Software, Materials:

Title: Applied Computer Keyboarding

Publisher: South-Western Publishing

ISBN #: 0-538-44578-5

Copyright Date: 2009

Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: November 2009

Date Approved: _____

Implementation Year: 2010

Suggested Supplemental Materials: (List or insert None)

Keyboarding instruction software

Timed Writing software

Current Microsoft Office software

Course Standards

PA Academic Standards: (List by Number and Description)

3.2.10 Inquiry and Design D

3.6.10 Technology Education B

3.7.10 Technological Devices A, C, D

WCSD Academic Standards: (List or None)

None

Industry or Other Standards: (List, Identify Source or **None**)

None

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 OBJECTIVES/CORRESPONDING STANDARDS AND
ELIGIBLE CONTENT WHERE APPLICABLE**

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

PA Standard: 3.2.10 Inquiry and Design D

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
D.	Identify and apply the technological design process to solve problems			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests

PA Standard: 3.6.10 Technology Education B

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
B.	Apply knowledge of information technologies of encoding, transmitting, receiving, storing, retrieving and decoding			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests

PA Standard: 3.7.10 Technological Devices A, C, D

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Identify and safely use a variety of tools, basic machines, materials and techniques to solve problems and answer questions			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
C.	Apply basic computer operations and concepts			
D.	Utilize computer software to solve specific problems			

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

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

Portfolio Assessment: _____ Yes X No

District-wide Final Examination Required: _____ Yes X No

Course Challenge Assessment (Describe):
Performance Assessments

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Touch Keyboarding Method (Alphabetic and Numeric)	25 days
Document Formatting and Word Processing Skills	50 days
Timed Writings	10 days
Enrichment	5 days

Objectives:

Student will key information using the Touch Keyboarding Method.

Student will use correct Document Formatting when preparing all documents.

Student will demonstrate the correct Word Processing Skills when preparing all documents.

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REVIEWED BY: Suzanne Hornick and Karen Motter

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? X Yes No
2. Does this course issue a mark/grade for the report card? X Yes No
3. Does this course issue a Pass/Fail mark? Yes X No
4. Is the course mark/grade part of the GPA calculation? X Yes No
5. Is the course eligible for Honor Roll calculation? X Yes No
6. What is the academic weight of the course?
 No weight/Non credit X Standard weight
 Enhanced weight (Describe)