

Young Scholars of Western Pennsylvania Charter School

4th and 5th Grade Technology Class

- Objectives: The students will be able to:

- Display proper hand, body, finger position during keyboarding operations.
- Demonstrate correct use of home row position and its anchor keys.
- Use correct finger pairings to keys
- Use firm and even strokes when typing.
- Demonstrate proper direction of the fingers from their home row positions to the target keys and back to home row position
- Develop fluency using the calculator pad as well as the original number row
- Describe the function of the following keys:
 - Tab
 - Caps lock
 - Shift
 - Backspace
 - Space bar
 - Delete
 - Number lock
- Use basic word processing programs to create documents such as letters, lists, summaries, etc.
- Type with a 25 wpm speed
- Type with a minimum accuracy of 90%

Instructional Methods

Teacher demonstrations

Self-guided software program lessons and quizzes

Teacher made handouts and assignment sheets

Individual help

PA Academic Standards

3.7.7C & D

Demonstrate age appropriate keyboarding skills and techniques

Apply intermediate skills in word processing software

Apply touch keyboarding skills and techniques at acceptable speed and accuracy

Assessment

In-class assignments

Weekly and quarterly program reports

Mid-term project Final project

Timed quizzes, drills, and games

Materials/Resources

Typing Deluxe 15 Program

Microsoft Word

PC/computer

Laser Jet Printer

Duration

3 Months

- Objectives: The students will be able to:

Microsoft Word 2010

- Learn Word Basics
- Learn common tasks in Word
- Do more with Word

Instructional Methods

Teacher demonstrations

Self-guided software program lessons and quizzes

Teacher made handouts and assignment sheets

Individual help

PA Academic Standards

15.4.5.A: Identify emerging technologies used for educational and personal success.

15.4.5.G: Create a digital project using appropriate software/application for an authentic task.

Assessment

In-class assignments

Weekly and quarterly program reports

Mid-term project Final project

Timed quizzes, drills, and games

Materials/Resources

Microsoft Word 2010

PC/Computer

Printer

Duration

2 Months

- Objectives: The students will be able to:

Microsoft PowerPoint 2010

- Learn PowerPoint Basics
- Learn common tasks in PowerPoint
- Do more with PowerPoint

Instructional Methods

Teacher demonstrations

Self-guided software program lessons and quizzes

Teacher made handouts and assignment sheets

Individual help

PA Academic Standards

15.4.5.A: Identify emerging technologies used for educational and personal success.

15.4.5.G: Create a digital project using appropriate software/application for an authentic task.

Assessment

In-class assignments

Weekly and quarterly program reports

Mid-term project Final project

Timed quizzes, drills, and games

Materials/Resources

Microsoft PowerPoint 2010

PC/Computer

Printer

Duration

2 Months

- Objectives: The students will be able to:

Microsoft Excel 2010

- Learn Excel Basics
- Learn common tasks in Excel
- Do more with Excel

Instructional Methods

Teacher demonstrations

Self-guided software program lessons and quizzes

Teacher made handouts and assignment sheets

Individual help

PA Academic Standards

15.4.5.A: Identify emerging technologies used for educational and personal success.

15.4.5.G: Create a digital project using appropriate software/application for an authentic task.

Assessment

In-class assignments

Weekly and quarterly program reports

Mid-term project Final project

Timed quizzes, drills, and games

Materials/Resources

Microsoft Excel 2010

PC/Computer

Printer

Duration

2 Months