Course Title: Computer 5

Course Number: 08593

Course Prerequisites: none

Course Description: 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
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

<table>
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<tr>
<th>Performance Indicator</th>
<th>1</th>
<th>2</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>A. 15.4.5.B</td>
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<td>• Quizzes</td>
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<td>Identify and demonstrate understanding of ethical, safe, and social online behavior and potential consequences of unethical, unsafe, and inappropriate behavior.</td>
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<td>• Teacher Observation</td>
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#### 3.7 - Technological Devices

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