

Computer Applications

[Implement start year (2013-2014)]

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Unit 1 Proficiency in Data Input

Stage 1 – Desired Results

Established Goals

2009 NJCCC Standard(s), Strand(s)/CPI #
(<http://www.nj.gov/education/cccs/2009/final.htm>)

Common Core Curriculum Standards for Math and English
(<http://www.corestandards.org/>)

Standard 8.1 Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.

Standard 9.1 21st Century Life & Career Skills: All students will demonstrate creative, critical thinking, collaboration and problem solving skills to function successfully as global citizens and workers in diverse ethnic and organizational cultures.

Standard 9.4 Career and Technical Education: All students who complete a career and technical education program will acquire academic and technical skills for careers in emerging and established professions that lead to technical skill proficiency, credentials, certificates, licenses and/or degrees.

21st Century Themes (www.21stcenturyskills.org)

- Global Awareness
- Financial, Economic, Business and Entrepreneurial Literacy
- Civic Literacy
- Health Literacy
- Environmental Literacy

21st Century Skills

Learning and Innovation Skills:

- Creativity and Innovation
- Critical Thinking and Problem Solving
- Communication and Collaboration

Information, Media and Technology Skills:

- Information Literacy
- Media Literacy
- ICT (Information, Communications and Technology) Literacy

Life and Career Skills:

- Flexibility and Adaptability
- Initiative and Self-Direction
- Social and Cross-Cultural Skills

	<p><input checked="" type="checkbox"/> Productivity and Accountability</p> <p><input type="checkbox"/> Leadership and Responsibility</p>
<p>Enduring Understandings: <i>Students will understand that . . .</i></p> <p><i>EU 1</i> enhancing keyboarding skills is a benefit for life.</p>	<p>Essential Questions:</p> <p><i>EU 1</i></p> <ul style="list-style-type: none"> • Why is keyboarding an essential life skill? • How do proper keyboarding habits improve effectiveness, efficiency, and ergonomic health?
<p>Knowledge: <i>Students will know . . .</i></p> <p><i>EU 1</i></p> <ul style="list-style-type: none"> • how to touch type using proper technique. • how to apply proofreaders marks to typed copy. • how to proofread and correct errors while typing. • how to set up computer station ergonomically. 	<p>Skills: <i>Students will be able to . . .</i></p> <p><i>EU 1</i></p> <ul style="list-style-type: none"> • demonstrate correct keyboarding technique. • accurately key words, sentences, and paragraphs using touch typing. • apply proofreaders marks to typed copy. • proofread and correct errors • build speed and accuracy through practice exercises.

Stage 2 – Assessment Evidence

Recommended Performance Tasks: *Each unit must have at least 1 Performance Task. Consider the GRASPS form.*

You are a high school student applying for a part-time internship position at Comp Tech Inc. You will be interviewed by an administrative assistant who will evaluate your keyboarding technique as well as proofreading and editing skills of a document. The administrative assistant is responsible for supplying the document at the interview.

Other Recommended Evidence: *Tests, Quizzes, Prompts, Self-assessment, Observations, Dialogues, etc.*

- Graded Teacher observations of keyboarding technique
- Proofreading quizzes on spelling, grammar, numbers
- Quiz on using proofreaders marks to edit copy
- Completion of keyboarding program such as MicroType (Alphabetic & Numeric Lessons)

Stage 3 – Learning Plan

Suggested Learning Activities to Include Differentiated Instruction and Interdisciplinary Connections: *Consider the WHERETO elements. Each learning activity listed must be accompanied by a learning goal of A= Acquiring basic knowledge and skills, M= Making meaning and/or a T= Transfer.*

- Teacher observations on fingering, touch typing, & technique (M, T)
- Microtype keyboarding program (A)
- Proofreading exercises (A, M, T)
- Accuracy keyboarding exercises (A, M, T)

*Unit 1 suggested timeline: 6 weeks (4 Microtype lessons per week)