

<b>Grade Level:</b>		4th/5th				
<b>Subject/Course:</b>		Keyboarding				
<b>Month/ Quarter</b>	<b>Topic</b>	<b>Standards</b>	<b>Skills</b>	<b>Resources/Materials/ Activities</b>	<b>Key Terminology</b>	<b>Assessments</b>
4th Grade	<b>Basic Computer Literacy</b>	<p>The ISTE National Educational Technology Standards (NETS•S) and Performance Indicators for Students 6. Technology Operations and Concepts Students demonstrate a sound understanding of technology concepts, systems, and operations. Students: a. understand and use technology systems. b. select and use applications effectively and productively. c. troubleshoot systems and applications. d. transfer current knowledge to learning of new technologies.</p>	<ul style="list-style-type: none"> <li>· Understand and demonstrate how to log on/off the computer</li> <li>· Know the difference between hardware and software</li> <li>· Know and identify the parts of a computer</li> <li>· Login and access Google Classroom, Drive, Docs, and Slides</li> <li>· Properly format documents based on their purpose, selecting appropriate font, size, spacing, and color.</li> <li>· Work collaboratively to share, edit and publish documents and presentations in small groups</li> </ul>	<p>Edutyping Program</p> <p>Google Drive</p> <p>Google Docs</p> <p>Google Slides</p>	<p><b>Keyboard, Home Row, Mouse, Monitor Headphones, Printer, Hardware, Software, Posture, Application Program, Operating System, Internet Browser, Document, Presentation Number Lock Numeric Keypad</b></p>	<p><b>Demonstration</b></p> <p><b>Pre-test/Post-test</b></p> <p><b>Pre-test/Post-test</b></p> <p><b>Demonstration</b></p> <p><b>Demonstration &amp; Project Assessment</b></p> <p><b>Demonstration &amp; Project Assessment</b></p>
	<b>Keyboarding Skills</b>		<ul style="list-style-type: none"> <li>· Understand and demonstrate correct posture while keyboarding</li> <li>· Understand and demonstrate correct finger</li> </ul>			<p><b>Demonstration &amp; Pre-test/Post-test</b></p> <p><b>Demonstration</b></p>

			<p>position while keyboarding</p> <ul style="list-style-type: none"> <li>· Memorize which keys make up the home row and which finger to use for each key</li> <li>· Learn and practice the proper reaches for typing the top, middle and bottom row keys, as well as capital letters</li> </ul>			<p><b>Demonstration &amp; Pre-test/Post-test</b></p> <p><b>Demonstration &amp; Edutyping Reports for Lessons completed</b></p>
<b>5th Grade</b>	<b>Basic Computer Literacy</b>	<p>The ISTE National Educational Technology Standards (NETS•S) and Performance Indicators for Students 6. Technology Operations and Concepts Students demonstrate a sound understanding of technology concepts, systems, and operations. Students: a. understand and use technology systems. b. select and use applications effectively and productively. c. troubleshoot systems and applications. d. transfer current knowledge to learning of new technologies.</p>	<ul style="list-style-type: none"> <li>· Understand and demonstrate how to log on/off the computer</li> <li>· Review the difference between hardware and software</li> <li>· Review and identify the parts of a computer</li> <li>· Login and access Google Classroom, Drive, Docs, and Slides</li> <li>· Properly format documents based on their purpose, selecting appropriate font, size, spacing, and color.</li> <li>· Work collaboratively to share, edit and publish documents and presentations in small groups</li> </ul>	<p>Edutyping Program</p> <p>Google Drive</p> <p>Google Docs</p> <p>Google Slides</p>	<p><b>Keyboard, Home Row, Mouse, Monitor Headphones, Printer, Hardware, Software, Posture, Application Program, Operating System, Internet Browser, Document, Presentation Number Lock Numeric Keypad</b></p>	<p><b>Demonstration</b></p> <p><b>Pre-test/Post-test</b></p> <p><b>Pre-test/Post-test</b></p> <p><b>Demonstration</b></p> <p><b>Demonstration &amp; Project Assessment</b></p> <p><b>Demonstration &amp; Project Assessment</b></p>

	<b>Keyboarding Skills</b>		<ul style="list-style-type: none"> <li>· Understand and demonstrate correct posture while keyboarding</li>   <li>· Understand and demonstrate correct finger position while keyboarding</li>   <li>· Review which keys make up the home row and which finger to use for each key</li>   <li>· Review &amp; practice the proper reaches for typing the alphabetic keys and symbols</li>   <li>· Learn &amp; practice the proper reaches for typing the number and symbols keys: 1 2 3 4 5 6 7 8 9 0 ! @ # \$ % ^ &amp; * ( ) _ - + = \ { } &lt; &gt;</li> </ul>			<b>Demonstration &amp; Pre-test/Post-test</b>  <b>Demonstration</b>  <b>Demonstration &amp; Pre-test/Post-test</b>  <b>Demonstration &amp; Edutyping Reports for Lessons completed</b>  <b>Demonstration &amp; Edutyping Reports for Lessons completed</b>