Teacher Name: **Miss O'Brien**   **Subject:** **Computer Literacy**   **Start Date(s):** **Weeks 1-3**   **Grade Level: 5 - 6**

Building: **West Hazleton, Freeland, Valley, Drums**

Unit Plan

Unit Title: **Correct Keyboarding**

Essential Questions: **Why is learning correct keyboarding so imperative?**   **Why should students strive for accuracy?**

Standards: PA Core Standards, PA Academic Standards/Anchors (based on subject)

> ➢ R8.A.2.2 - Identify and apply word recognition skills.
> ➢ 3.7 Demonstrate appropriate keyboarding skills and techniques

Summative Unit Assessment :

Summative Assessment Objective	Assessment Method (check one)
Students will be assessed on the correct keyboarding techniques such as Keeping their eyes on the copy and striking each key with the right finger! In addition, students will be assessed on behavioral expectations such as listening, showing respect, remaining on task and showing work ethics!	✖ Rubric ____ Checklist ____ Unit Test ____ Group ____ Student Self-Assessment ____ Other (explain)

DAILY PLAN

Day	Objective (s)	DOK LEVEL	Activities / Teaching Strategies	Grouping	Materials / Resources	Assessment of Objective (s)
1	Students will learn home row keys by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
2	Students will learn new keys H and E by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
3	Students will learn new keys I and R by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
4	Students will learn new keys N and G by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
5	Students will learn new keys Left Shift and Period (.) by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
6	Students will learn new keys C and U by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-

7	Students will learn new keys W and Right Shift by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
8	Students will learn new keys B and Y by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self – Assessment
9	Students will learn new keys M and X by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self – Assessment
10	Students will learn new keys P and V) by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
11	Students will learn new keys Q and Comma (,) by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-
12	Students will learn new keys Z and : by using the correct technique	2	Integrating technology, computers and MS Word.	W I	Keyboarding textbooks, software, computers and MS Word	Formative - Saved Keyboarding Lessons Summative – Keyboarding Technique Rubric / Observation Student Self - Assessment-