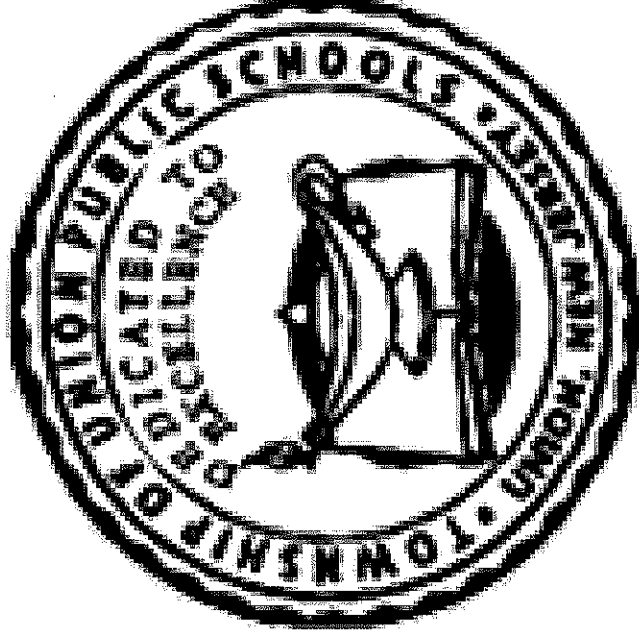
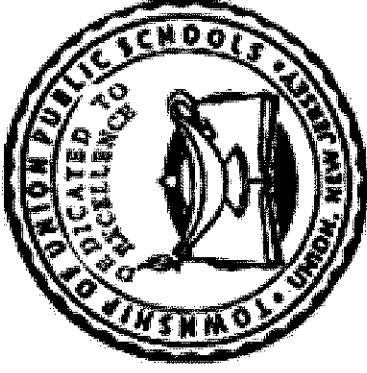


**TOWNSHIP OF UNION PUBLIC SCHOOLS**



**Keyboarding – Grade 6 Cycle  
Curriculum Guide  
2014**

Curriculum Guide Approved August 2014



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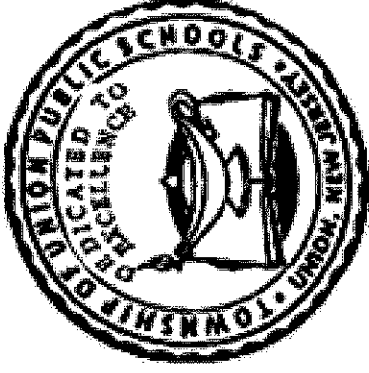
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**TOWNSHIP OF UNION PUBLIC SCHOOLS**

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**Assistant Superintendent .....Dr. Noreen Lishak**

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**Director of Athletics, Health, Physical Education and Nurses.....Ms. Linda Ionta**

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Language Arts/Social Studies 3 - 5 .....	Mr. Robert Ghiretti
Mathematics/Science K-2 .....	Ms. Theresa Matthews
Mathematics/Science 3 - 5 .....	Ms. Deborah Ford
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**Keyboarding – Grade 6 Cycle**

**Curriculum Committee**

**Richard Lorenzo**

**Linda Steeb**

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## **Mission Statement**

The Township of Union Board of Education believes that every child is entitled to an education designed to meet his or her individual needs in an environment that is conducive to learning. State standards, federal and state mandates, and local goals and objectives, along with community input, must be reviewed and evaluated on a regular basis to ensure that an atmosphere of learning is both encouraged and implemented. Furthermore, any disruption to or interference with a healthy and safe educational environment must be addressed, corrected, or when necessary, removed in order for the district to maintain the appropriate educational setting.

## **Philosophy Statement**

The Township of Union Public School District, as a societal agency, reflects democratic ideals and concepts through its educational practices. It is the belief of the Board of Education that a primary function of the Township of Union Public School System is to formulate a learning climate conducive to the needs of all students in general, providing therein for individual differences. The school operates as a partner with the home and community.

## **Statement of District Goals**

- **Develop reading, writing, speaking, listening, and mathematical skills.**
- **Develop a pride in work and a feeling of self-worth, self-reliance, and self-discipline.**
- **Acquire and use the skills and habits involved in critical and constructive thinking.**
- **Develop a code of behavior based on moral and ethical principles.**
- **Work with others cooperatively.**
- **Acquire a knowledge and appreciation of the historical record of human achievement and failures and current societal issues.**
- **Acquire a knowledge and understanding of the physical and biological sciences.**
- **Participate effectively and efficiently in economic life and the development of skills to enter a specific field of work.**
- **Appreciate and understand literature, art, music, and other cultural activities.**
- **Develop an understanding of the historical and cultural heritage.**
- **Develop a concern for the proper use and/or preservation of natural resources.**
- **Develop basic skills in sports and other forms of recreation.**



## Course Description

### **INTRODUCTION TO KEYBOARDING** – A GRADE 6 CYCLE CLASS

This six-week course of study is designed to develop keyboarding skill mastery through the "touch-typing" conditioning method with mastery as the objective as well as conceptual understanding, fluency, and applications. Keyboarding continues to build on the foundation of keyboarding skills laid in the Grades K-5 computer classes. Mastery of these skills will prepare the students to take the state mandated PARCC tests without apprehension for the new testing format and ready them for the LAL requirements of creating research and creative writing papers throughout their secondary school years.

The students will learn keyboarding through a Web-based keyboarding program and by incorporating real-world modeling applications. Students will continue to advance their keyboarding skills through the use of a software program and will use proper keyboarding techniques to increase accuracy and speed as they progress through the course. They will format and key one-page reports and proofread, edit, save, and print documents.

### Recommended Textbooks

- Micro Mastery Keyboarding and Word Processing Applications. (Glencoe)
- Additional class materials are created by the teacher.

### Software

- Microsoft Word
- EduTyping Standard Edition Software, B. E. Publishing

## Course Proficiencies

### Students will be able to...

1. Demonstrate correct reach-stroke to location of the letter keys, number keys, often used function/service keys and punctuation keys.
2. Demonstrate correct keyboarding techniques when striking letter keys and of combining reach-strokes to form words, phrases, sentences and paragraphs.
3. Demonstrate keyboarding speed/control mastery through specialized technique drills and one-minute timed writings.
4. Interpret proofreader's marks in order to proofread and edit material.
5. Demonstrate language skills, such as proper capitalization, number expression, grammatical usage, sentence structure and accurate spelling competencies.
6. Create, keyboard and format short reports.
7. Demonstrate appropriate, meaningful study skills such as listening, note taking, study environment, test preparation, efficient use of time and prioritization of tasks.

## **Curriculum Units**

Unit 1:      Alphabetic and Common Symbol Keys

Unit 2:      Number and Symbol Keys

Unit 3:      One-Page Reports/PARCC Technology Skills

## Pacing Guide

<u>Content</u>	Number of Days
Classroom Guidelines, Procedures and Expectations and PreTest	2 days
<u>Unit 1:</u> Alphabetic and Common Symbol Keys	12 days
<u>Unit 2:</u> Number and Symbol Keys	6 days
<u>Unit 3:</u> One-Page Reports	9 days
Assessment	1 day

Unit 1:

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CPIs)	Activities	Assessments
<p>What is proper keyboarding technique?</p> <p>How do I develop speed and accuracy?</p>	<p>8.1.A</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• demonstrate proper keyboarding technique</li> <li>• demonstrate the correct touch-typing method of alphabetic keys and punctuation keys</li> <li>• demonstrate progress with speed and accuracy</li> <li>• apply proper keyboarding technique to class assignments</li> </ul>	<p>Students will use the EduTyping software program to complete:</p> <ul style="list-style-type: none"> <li>• lessons</li> <li>• reinforcements</li> <li>• practice library in the news</li> <li>• timed writings</li> <li>• EduTyping games</li> </ul>	<p>Students will be evaluated by teacher observation and completed classwork based on:</p> <ul style="list-style-type: none"> <li>• correct keyboarding technique</li> <li>• accuracy</li> <li>• speed</li> <li>• Timed Writings throughout the entire cycle</li> <li>• PreTest</li> <li>• Posttest</li> <li>• Keyboarding Rubric</li> <li>• Electronic Portfolio</li> <li>• Teacher Observation</li> </ul>

**Unit 2:**

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CP/s)	Activities	Assessments
<p>How do I know which fingers to use for the number keys and for the punctuation keys?</p>	<p>8.1.A</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• demonstrate proper keyboarding technique</li> <li>• demonstrate the correct touch-typing method of number keys and symbol keys</li> <li>• demonstrate progress with speed and accuracy</li> <li>• apply proper keyboarding technique to class assignments</li> </ul>	<p>Students will use the EduTyping software program to complete:</p> <ul style="list-style-type: none"> <li>• lessons</li> <li>• reinforcements</li> <li>• practice library</li> <li>• in the news</li> <li>• timed writings</li> </ul>	<ul style="list-style-type: none"> <li>• Correct Keyboarding Technique</li> <li>• Class Participation</li> <li>• Completed Documents</li> <li>• Electronic Portfolios</li> <li>• Teacher Observations</li> <li>• Timed Writings throughout the entire cycle</li> <li>• Keyboarding Rubric/Accuracy/Speed</li> </ul>

**Unit 3:**

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CPIs)	Activities	Assessments
<p>How do I format and key one-page reports using Microsoft Word?</p> <p>How do I proofread and edit documents?</p>	<p>8.1. A</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• demonstrate correct keyboarding technique</li> <li>• demonstrate the ability to key from straight copy and rough-draft copy</li> <li>• demonstrate the ability to proofread and edit a document</li> <li>• Use spelling and grammar check to edit text.</li> <li>• Save files using: "save" and "save as"</li> </ul>	<p>Students will format and key one-page reports from straight copy and from rough draft copy using the Microsoft Word application.</p> <p>Students will interpret and apply proofreader's marks to documents produced.</p>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Documents</li> <li>• Teacher Observation</li> <li>• Timed Writings throughout the entire cycle</li> <li>• Keyboarding Rubric/Accuracy/Speed</li> </ul>

**Unit 3 (continued):**

Essential Questions	Instructional Objectives/ Skills and Benchmarks (CPIs)	Activities	Assessments
<p>How can Microsoft Word be used to effectively communicate, revise and edit a Microsoft Word document using: cut and paste, highlight, change font size, change background color, and drag and drop?</p>	<p>8.1.A Students will be able to demonstrate technology skills needed to prepare for the PARCC test:</p> <ul style="list-style-type: none"> <li>• Demonstrate proper keyboarding technique to input text.</li> <li>• Format text: font, style, color, size, highlight, change background color in a Microsoft Word document.</li> <li>• Edit text: cut, copy and paste, drag and drop text in a document.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will key short reports and "cut and paste" words, sentences, and/or paragraphs in a specific Microsoft Word document.</li> <li>• Students will key short reports and "highlight, change font style, color, size, and change background color" in a Microsoft Word document.</li> </ul>	<ul style="list-style-type: none"> <li>• Class Participation</li> <li>• Completed Documents</li> <li>• Teacher Observation</li> <li>• Timed Writings throughout the entire cycle</li> <li>• Keyboarding Rubric/Accuracy Speed</li> </ul>



**New Jersey Core Curriculum Content Standards**  
**Academic Area**

**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.

**A. Technology Operations and Concepts**

- Create professional documents (e.g., newsletter, personalized learning plan, business letter or flyer) using advanced features of a word processing program.

**New Jersey Scoring Rubric**

	4	3	2	1	0
Points					
Grade	100	90	80	70	F
Words Per Minute	30+	26-29	20-25	15-19	< 15
Accuracy	99-100%	98%	97%	96%	<96%