Subject Area   COMPUTERS 1 and 2   Grade Level 9

Mission Statement: It is the mission of the Elba Central School District to actualize the phrase "Elba Equals Educational Excellence for Everyone." We are committed to providing both quality and equity. Every student will have the opportunity to develop to the best of his/her ability.

Elba Standards: In addition to the knowledge and basic skills they need in order to participate in society, graduates of Elba Central School will develop:
1. Empowering skills: decision making, goal setting, creative thinking and problem solving abilities;
2. Communication and social interaction skills;
3. Technological literacy;
4. Total wellness (social, physical, emotional health and self-esteem);
5. The values necessary to participate in society.
As a result of achieving these outcomes, our students will embrace lifelong learning.

New York State Standards:
CAREER DEVELOPMENT AND OCCUPATIONAL STUDIES
1. Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.
2. Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.
3. Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.
4. Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

National Standards:
1. Use touch keyboarding skills to enter and manipulate text and data.
2. Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.
3. Use technology to enhance the effectiveness of communications.
4. Integrate all forms of communication in the successful pursuit of a career.

Performance Indicators:
- Demonstrate alphanumeric (number/symbol) keyboarding technique.
- Demonstrate the use of keyboarding and language skills to enhance the effectiveness of communications.
- Master composition skills.
- Select and communicate information in an appropriate format.
- Use technology to acquire, organize, and communicate information by entering, modifying, retrieving, and storing data.
- Demonstrate the difference between the knowledge of a skill and the ability to use the skill.

Assessment:	Acceptable Performance Level
Timed writings	1' at 40 wpm with two or fewer errors
Correspondence Formatting Unit Tests	70% or higher
Language Skills Tests	70% or higher
Graphics Unit Project	70% or higher
Tables and Columns Unit Test	70% or higher
Business Reports/Outlines Unit Test	70% or higher
Composing at the Keyboard Unit Test	70% or higher
Resume Writing Unit Project	70% or higher
Skill Enhancement Exercises	70% or higher
Midterm Examination (local)	70% or higher
Final Examination (local)	70% or higher

Scope:

Instruction centers around three fundamental components: keyboarding (the manipulative skills), formatting (the arrangement, placement, and spacing) of commonly used documents, and document processing (the production in quantity of documents of quality). Two other components will be emphasized: language skills and familiarity with computer equipment and word processing applications. Emphasis moves from the simplest and most basic tasks toward the more complex tasks.

Sequence:
1. Alphanumeric Keyboarding Technique
    a. To operate the alphanumeric keyboard by touch (without looking at the keyboard).
    b. To key numbers and basic symbols by touch with good technique.
    c. To use basic keys with skill: space bar, return/enter key, shift keys, caps lock, and tab key.
    d. To use special keys with skill: function keys, control and alt keys, arrow keys, and document manipulation keys.
    e. To key words, sentences, and paragraphs with proper technique and without timewasting pauses between letters and words.
    f. To review/improve language skills.
    g. To improve speed/control on straight copy.
2. Correspondence Formatting
    a. To improve speed/control on straight copy, handwritten copy, and rough-draft (corrected) copy.
    b. To apply keyboarding skill in preparing simple personal and business documents.
3. Graphics
    a. To enhance formatting of documents through the use of pictures, graphics, shapes, and text.
4. Tables and Columns
    a. To format and process data in columnar or table form.

5. Business Reports/Outlines
    a. To format and process reports, reference lists, title or cover pages, and topic outlines.
6. Composing at the Keyboard
    a. To improve language skills through composing activities.
7. Resume Writing
    a. To compose and process personal employment documents.
    b. To improve language skills though composing activities.

Methodology: Best Practices

- Use of enrichment activities: keyboarding skills, language skills, and composing skills.
- Evaluate keyboarding/document processing skills.
- Incorporation of 6-Traits as a method of assessing writing pieces within the scope of the course.