

# Career & Technical Education

6th Grade - Exploring Business & Entrepreneurship  
Ms. Nelson

## WEEKLY LEARNING PDSA/PLAYLIST

**Class Vision:** Ms. Nelson's 6th Grade class will read our playlists, complete all work and give our best effort to achieve the class goal for this school year to be better prepared for our future selves.

*Weeks of September 14th - September 25th, 2020*

**Class Mission:** We are Ms. Nelson's 7th grade Introduction to Office Productivity class. We are here to be leaders, to learn & grow & have fun. We will do this by coming to class, paying attention, being prepared & doing our work so we will be ready for the real world.

**Long-Term Goal:** By the end of this 9-weeks, 100% of students will know & understand the alphabetic & numeric keyboard & proper keyboarding techniques as measured by scores of 80% or better on weekly quizzes/tests & will be able to discuss jobs, occupations &/or careers related to this curriculum.

Students will Know & Understand:

1. Proper Keyboarding Technique
2. Alphabetic Keyboard
3. GWAM

Teacher: Ms. Nelson

Teacher **Office Hours:** Monday - Friday 3:00pm to 4:00pm

Teacher **Phone Number:** 252-444-5125

Teacher **Email:** [cheryl.nelson@cravenk12.org](mailto:cheryl.nelson@cravenk12.org)

### Learning Targets

#### These 3 weeks we will...

1. Learn Proper Keyboarding Techniques
2. Learn & Practice Alphabetic Keys
3. Learn GWAM
4. Learn About Different Careers That Use the Keyboard

#### I can...

- Learn & Understand the Alphabetic Keyboard & Proper Posture & Techniques
- Tell About Careers That Will Use the Alphabetic Keyboard (View)
  - Careers
    - [Careers](#)
    - [Goals](#)
    - [Who Am I?](#)
    - [Jobs I can have when I grow up](#)
    - [Careers](#)

#### Vocabulary:

- |                 |                                |                               |
|-----------------|--------------------------------|-------------------------------|
| 1. Technique    | 5. Alphabetic Keys             | 9. Spacebar                   |
| 2. Touch-Method | 6. Enter/Return                | 10. Standard Keyboarding Word |
| 3. Posture      | 7. GWAM (Gross Words a Minute) |                               |
| 4. Work Area    | 8. QWERTY Keyboard             |                               |

		<b>Plan</b> FOR LEARNING	<b>Do</b> PRACTICING & MASTERING	<b>Study</b> EVIDENCE of LEARNING	<b>Act</b> LEARNING RESULTS & +/- $\Delta$																
<b>PDSA</b>		<b>Learning Target:</b> Everyone Identifies & Knows the Alphabetic Keyboard & Proper Keyboarding Technique <b>Measure:</b> Quiz <b>Proficiency:</b> 80% or better on Quiz	<b>The Teacher Will:</b> <ul style="list-style-type: none"> <li>Explain the Alphabetic Keyboard, using the Standard Keyboard &amp; the Ipad</li> <li>Use important vocabulary students need &amp; give definitions</li> </ul> <b>The Student Will:</b> <ul style="list-style-type: none"> <li>Ask Questions</li> <li>Pay Attention</li> <li>Take Notes</li> <li>Complete Assignments</li> </ul>	What Does the Data Show?  I made a ____ on the assessment. (Your PDSA Form)  The Class Average was ____ % (Class PDSA Form)	LEARNING RESULTS _____ The Plan Was Successful _____ The Plan Was Not Successful <table border="1"> <thead> <tr> <th>Plus (+) What Worked</th> <th>Delta (<math>\Delta</math>) What Didn't Work</th> </tr> </thead> <tbody> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> <tr> <td>•</td> <td>•</td> </tr> </tbody> </table>	Plus (+) What Worked	Delta ( $\Delta$ ) What Didn't Work	•	•	•	•	•	•	•	•	•	•	•	•	•	•
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<b>Monday</b>	9/14		What are correct keyboarding techniques when keying using the alphabetic keys? 1. Vocabulary 2. Watch Presentation on <i>Technique</i> (Presentation can be found on Canvas) 3. <a href="#">The Importance of Keyboarding</a> 4. <a href="https://www.youtube.com/watch?v=P_GtjT33urY">https://www.youtube.com/watch?v=P_GtjT33urY</a> 5. <a href="https://www.youtube.com/watch?v=N_XdzR0GziE">https://www.youtube.com/watch?v=N_XdzR0GziE</a> 6. <a href="https://www.youtube.com/watch?v=zpfYm6S8dss">https://www.youtube.com/watch?v=zpfYm6S8dss</a> 7. <a href="https://www.youtube.com/watch?v=4UJ9BkSbR-I">https://www.youtube.com/watch?v=4UJ9BkSbR-I</a> 8. Watch presentation "Proper Keyboarding Techniques" 9. Take Notes																		
<b>Tuesday</b>	9/15		1. Watch presentation "Alphabetic Keyboard" (Presentation can be found on Canvas) 2. <a href="https://www.youtube.com/watch?v=CysGXJ4-0qU">https://www.youtube.com/watch?v=CysGXJ4-0qU</a> 3. <a href="https://www.youtube.com/watch?v=fqz6tLJu5IE">https://www.youtube.com/watch?v=fqz6tLJu5IE</a> 4. <a href="https://www.youtube.com/watch?v=MKT6Uhk5-lw">https://www.youtube.com/watch?v=MKT6Uhk5-lw</a> 5. Take Notes																		
<b>Wednesday</b>	9/16		If you haven't taken notes from the slide shows make sure you do so you can use the notes with your quiz.																		
<b>Thursday</b>	9/17		1. Watch presentation "Speed & Accuracy" (Presentation can be found on Canvas) 2. Study your <b>Notes</b> for the Quiz tomorrow. The Quiz will be on the powerpoint presentations and vocab. 3. <a href="https://www.youtube.com/watch?v=oTDA-hXqZec">https://www.youtube.com/watch?v=oTDA-hXqZec</a> 4. <a href="https://www.youtube.com/watch?v=d5f7sar97eQ">https://www.youtube.com/watch?v=d5f7sar97eQ</a> 5. <a href="https://www.youtube.com/watch?v=KYrW4i1ZwkQ">https://www.youtube.com/watch?v=KYrW4i1ZwkQ</a> 6. <a href="https://www.youtube.com/watch?v=cSMRfHbW3B8">https://www.youtube.com/watch?v=cSMRfHbW3B8</a>																		
<b>Friday</b>	9/18		<b>Quiz</b>																		
<b>Week 2</b>																					

<b>Monday</b>	9/21		<ol style="list-style-type: none"> <li>1. Watch presentation Number&amp; Symbols. (Presentation is in Canvas)</li> <li>2. Watch Google Docs Videos <ol style="list-style-type: none"> <li>a. <a href="#">What is Google Docs?</a></li> <li>b. <a href="#">Google Docs for Kids: Part 1</a></li> <li>c. <a href="#">Google Docs for Kids: Part 2</a></li> <li>d. <a href="#">Google Docs for Kids: Part 3</a></li> </ol> </li> </ol>		
<b>Tuesday</b>	9/22		<ol style="list-style-type: none"> <li>1. <i>Research Paper Introduction Career Research Paper Guide</i> (Research Guide is on Canvas)</li> <li>2. Watch the videos on How to Write a Research Paper <ol style="list-style-type: none"> <li>a. <a href="#">Research Paper - Brainstorming</a></li> <li>b. <a href="#">Research Paper - Planning</a></li> <li>c. <a href="#">Research Paper - Researching</a></li> <li>d. <a href="#">Research Paper - Writing a Draft</a></li> <li>e. <a href="#">Writing an Introduction to a Research Paper</a></li> </ol> </li> <li>3. Watch Videos on How to Write Sentences <ol style="list-style-type: none"> <li>a. <a href="#">What is a Sentence?</a></li> <li>b. <a href="#">Writing a Sentence</a></li> <li>c. <a href="#">How to Write a Complete Sentence</a></li> <li>d. <a href="#">Writing Complete Sentences</a></li> <li>e. <a href="#">Sentence Song</a></li> <li>f. <a href="#">A Sentence</a></li> <li>g. <a href="#">Sentences</a></li> <li>h. <a href="#">Conjunction Junction</a></li> <li>i. <a href="#">Sentences: Verbs</a></li> <li>j. <a href="#">Sentences: Nouns</a></li> <li>k. <a href="#">Sentences: Adverbs</a></li> <li>l. <a href="#">Sentences: Adjectives</a></li> <li>m. <a href="#">Sentences: Pronouns</a></li> </ol> </li> </ol>		
<b>Wednesday</b>	9/23		Work on Google Docs Career Paper		
<b>Thursday</b>	9/24		<ol style="list-style-type: none"> <li>1. Discussion on Writing Paragraphs</li> <li>2. Watch the Videos on How to Write Paragraphs <ol style="list-style-type: none"> <li>a. <a href="#">Introduction</a></li> <li>b. <a href="#">Body Paragraphs</a></li> <li>c. <a href="#">Conclusion</a></li> <li>d. <a href="#">What is a Paragraph?</a></li> <li>e. <a href="#">Writing a Paragraph</a></li> <li>f. <a href="#">How to Write Paragraphs</a></li> </ol> </li> </ol>		
<b>Friday</b>	9/25		<ol style="list-style-type: none"> <li>1. Graphic Organizers <ol style="list-style-type: none"> <li>a. <a href="#">What is a Graphic Organizer?</a></li> <li>b. <a href="#">How To: Graphic Organizer</a></li> <li>c. <a href="#">Using Graphic Organizers in Writing</a></li> <li>d. <a href="#">Completing a Graphic Organizer</a></li> <li>e. <a href="#">Using a Graphic Organizer</a></li> <li>f. <a href="#">Use this Graphic Organizer for your Career Paper</a></li> </ol> </li> <li>2. <a href="#">Submitting an Assignment in Canvas</a></li> <li>3. <a href="#">Changing Privacy Settings</a></li> <li>4. <a href="#">Uploading a Google Doc &amp; Sharing in Canvas</a></li> </ol> <p><b>Start Researching your Career using the Guide Below:</b> <a href="#">Career Research Paper Guide</a></p>		

**BONUS:** Click here to access your own PDSA Collection Form that you can type your information in. If you complete it and turn it in at the end of every 2 weeks you can get a bonus of 100! . [Student PDSA Form](#)