

Upper Moreland Township School District
2900 Terwood Road
Willow Grove, PA 19090

Planned Course for Business and Technology

Course: Third Grade Business and Technology

PA Academic Standards for Business, Computer and Information Technology

15.1.2 Accounting
15.2.2 Career Management
15.3.2 Communication
15.4.2 Computer and Information
Technologies
15.6.2 Finance and Economics
15.9.2 Marketing

PA Academic Standards for Career Education and Work

13.1.3 Career Awareness and Preparation
13.2.3 Career Acquisition
13.3.3 Career Retention and Advancement
13.4.8 Entrepreneurship

ISTE Standards

1. Empowered Learner
2. Digital Citizen
3. Knowledge Constructor
4. Innovative Designer
5. Computational Thinker
6. Creative Communicator

CSTA Standards

1A-CS – Computing Systems
1A-NI – Networks and the Internet
1A-DA – Data & Analysis
1A-AP – Algorithms & Programming

Course Description:

The K-8 Business, Computer and Information Technology program is standards-based. It is designed to help students build the knowledge and skills that will enable them to be productive and innovative learners in the ever-changing world. The curriculum is organized to include the following four focus areas: coding, digital citizenship, application/skill and financial literacy. Each focus area helps students develop the essential skills of communication, collaboration, critical thinking, and creativity. The program is progressive and developmentally sequential across grade levels. It reflects the increasing complexity and rigor that will provide students with the foundations for a career in tomorrow's workforce.

The third grade course is designed to enable students to develop 21st Century skills. Students will continue to develop computer programming through fun, skill-building applications to ensure a strong foundation in computational thinking. They will also explore careers that require computer programming skills. Guided practice activities that reinforce financial knowledge and skills will be used to teach financial literacy.

Third grade students will review fundamental computer operations while focusing on organizational tools, internal computer structures, and exercise basic inputs. Students will be introduced to, communication technology, spreadsheets, word processing, and presentation

software. Levels of touch typing with hand reaches and proper finger placement will be stressed. Students will interact, collaborate, and publish with peers and partners using a variety of digital environments and media.

In collaboration with the librarian, the business and technology teacher will guide students' use of the Big 6 research inquiry process to locate, analyze, evaluate and synthesize information. Students will also continue to learn how to be responsible digital citizens and stay safe on the internet.

Specific and measurable objectives to be attained by students:

Specific objectives for this course are aligned to the ISTE and CSTA Standards, as well as the Pennsylvania State Standards outlined in the scope and sequence document for Grade 3 Business and Technology.

Materials:

- Coding:** Ozobots, Code.org, Learning.com, Bloxels

- Digital Citizenship:** Common Sense Media, Learning.com

- Financial Literacy:** Learning.com, EverFi

- Application/Skill:** Microsoft Office Professional Suite, Google Suite, Learning.com, iPads, Apps on iPads, Computer for each student, SmartBoard, Printer

Instructional Strategies:

A standards-based program requires that our students develop thinking processes that are self-directed, creative, critical, and reflective. Instructional activities include the following best practices:

- Modeling
- Guided Practice
- Collaboration
- Whole Group Discussions
- Hands-on Activities
- Think-Pair-Share
- Teacher/Student Conferencing
- Peer Conferencing
- Direct Instruction
- Spaced Practice
- Vocabulary Instruction
- Summarizing
- Note Taking
- Class Discussion
- Self-Questioning
- Concept Mapping
- Reciprocal Teaching
- Problem Solving
- Identifying Similarities and Differences
- Extended Writing
- Peer Tutoring
- Debates/Formal Discussion

Estimated instructional time to be devoted to achieving objectives:

40 minute classes, approximately 30 classes a year

Forms of Assessment:

A variety of assessments will be used to determine student progress. The Assessment Plan includes the following components:

- Teacher Observations
- Rubrics
- Checklists
- Participation

An explanation of how student grades will be determined:

Students will be evaluated in the areas of class work, class participation, and teacher observation. A minimum of three performance tasks will be considered in determining the student's grade.