Throughout this course, students will focus on the following Tennessee State Standards for Computer Literacy:

- *Demonstrate fundamental keyboarding skills.*
- *Interact with peers, experts, and others using a variety of digital tools and devices.*
- *Use menu, toolbar, and editing functions (font, size, style, line spacing, margins, spellcheck) to format, edit, save, and print a document.*

Resources:

The majority of the work done in this class will be on the computer. For keyboarding practice, please encourage your children to utilize the following websites for additional practice.

www.powertyping.com   www.nimblefingers.com   www.freetypinggame.net
www.typingweb.com

We will also be using www.keyboardingonline.com Students will have their own account on this program. They are expected to complete 2 lessons per week and take two keyboard tests per week. While working at home, please encourage students to do the lessons correctly by not looking at the keyboard. We will also be using Google Docs to practice our typing skills further. These skills will greatly enhance your student's abilities to enter the 21st century workforce.

6TH grade classes will be 9 weeks. The primary focus in this class will be keyboarding. Being able to type efficiently and quickly will greatly assist your child as he takes online tests, does homework, completes classroom assignments, etc. It is a vital skill to possess.

Course Outline:

Week 1: Intro to Class – Expectations, Google Classroom, getting to know your classmates
Week 2: Keyboard pretest – fill in the Blank keyboard, QWERTY history, proper technique, home keys A,S,D,F,J,K,L,; Keyboarding online intro/setup, history of keyboarding quiz
Week 3: New letters: H, T, E, O, R, N, Having fun with Paint
Week 4: New letters: M, C, Left shift, I, RIGHT SHIFT, PERIOD, Intro to Google Drive, Docs
Week 5: midterm review of keys, Google Drive – creating and organizing folders
Week 6: U, COMMA, CAPS LOCK, B,P, W
Week 7: G, Q, V**, /,** ?, Internet safety
Week 8: X,Y,Z, TAB, -, ", '
Week 9: Wrap up, review, exam