Course: 6th Grade Keyboarding
Instructor: Mrs. Noyen

Instructional Plan

Course Content Description Template
Provide a brief overview of the course content, including key topics and themes covered throughout the course.

This course introduces students to foundational keyboarding skills with a focus on accuracy, speed, and proper technique. Key topics include:

- Home row and basic keyboarding techniques
- Developing typing speed and accuracy through practice
- Introduction to word processing software and formatting basics
- Digital citizenship and responsible computer use

Students will engage in regular practice and projects that build proficiency and confidence in keyboarding, preparing them for academic and real-world computer use.

Major Assignments and Projects Template
List the major assignments and projects for the course, including their purpose and any relevant deadlines or evaluation criteria.

Throughout the course, students will participate in various assignments and activities designed to enhance their keyboarding skills and digital literacy. These may include timed typing exercises, formatting tasks, and digital citizenship projects.

Additionally, students will have opportunities to apply their keyboarding skills while working on other class assignments using Chromebooks, reinforcing their proficiency in real-world contexts.

Assignments and deadlines will be communicated as the course progresses and may

be adapted based on students' skill development and understanding to ensure effective learning and growth.

Required Textbooks and Instructional Materials Template
List the textbooks and other instructional materials required for the course, including authors, publication dates, and any additional resources needed for successful completion.

Students will use a variety of resources and instructional materials to support their learning throughout the course that will be provided by the school. These resources include:

- Chromebooks
- Access to keyboarding software or online typing programs aligned with course goals
- Use of computers or tablets with word processing capabilities
- Instructional guides or handouts on proper keyboarding technique and posture

Students are expected to come prepared to fully participate in all learning activities.