



### General Course Information

<b>Course Name: Keyboarding and Input Technologies</b>	
Department: Technology Literacy	Grade Level(s): 6
Duration/Credits: One semester	Prerequisites
BOE Approval Date:	Course Code
<b>Course Description:</b>	
<p>In this fast paced course, students will learn technology skills they will use for the rest of their life! Students will explore productivity software and internet safety, while improving keyboarding skills and learning vital computer basics.</p>	
<b>Course Rationale:</b>	
<p>Technology and communication are changing our world, and Keyboarding and Input Technologies will prepare students to be creative, critical thinkers.</p>	
<b>Course Objectives:</b>	
<p>The student will develop keyboarding skills to increase productivity.</p> <p>The student will maintain an organized file management system.</p> <p>The student will develop basic skills in various software applications.</p> <p>The student will explore the risks and rewards of internet and social media use, as well as the sharing of personal information.</p>	