



Course Overview

This sixth grade course focuses on foundational digital literacy, keyboarding proficiency, productivity software use (Google Docs, Slides), and introductory computer science concepts including algorithms and coding. The course aims to equip students with essential technological skills and an understanding of computing principles.

Unit Title

Basics of Keyboarding and Google Documents

Time Frame

10 lessons



Focus of the Unit

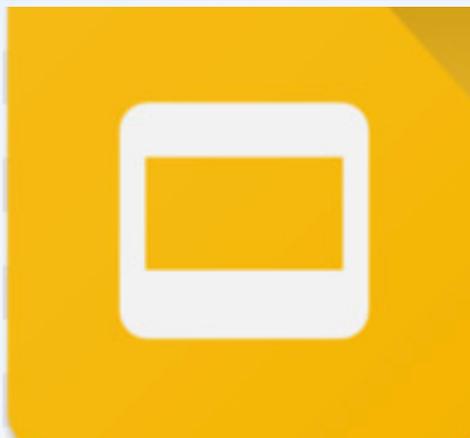
- Keyboarding is essential for effective technology use and communication.
- Strong keyboarding skills improve efficiency and communication clarity.
- Understanding keyboarding contributes to being a responsible digital citizen.

Unit Title

Keyboarding and Google Slides

Time Frame

15 lessons



Focus of the Unit

- Google Slides is a versatile tool for creating presentations.
- Mastering Google Slides features enhances communication effectiveness.
- Keyboarding skills support efficient content creation in Google Slides.

Unit Title

Keyboarding, Algorithms and Coding

Time Frame

20 lessons



Focus of the Unit

- Programming languages are tools for creating computational solutions.
- Coding involves using sequence, loops, and conditionals.
- Algorithms are step-by-step instructions used to solve problems.
- Keyboarding is essential for effective technology use and communication.

Unit Title

Unit 1: Basics of Keyboarding and Google Documents

Time Frame

Approximately 10 lessons



INNOVATIVE
ARTS ACADEMY

Essential Question(s)

- Why are strong keyboarding skills important in today's digital world?
- How can Google Docs enhance collaboration and teamwork on school projects?
- What are the key features of Google Docs that can improve writing and editing skills?

Focus of the Unit

- Keyboarding is essential for effective technology use and communication
- Strong keyboarding skills improve efficiency and communication clarity
- Understanding keyboarding contributes to being a responsible digital citizen

Standards

2-CS-01: Recommend improvements to the design of computing devices, based on an analysis of how users interact with the devices.
2-CS-02: Design projects that combine hardware and software components to collect and exchange data

Learning Targets

I can develop proper typing techniques, improve my typing speed and accuracy.

Learning Targets

I can create my own Google Doc.

Learning Targets

I can demonstrate good digital citizenship with my classmates when collaborating online.

Learning Targets

I can use Google Docs tools to enhance my writing and editing

**Resources**

Online typing tutors/keyboarding software, Google Workspace for Education

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| Unit Title | Unit 2: Keyboarding and Google Slides |
| Time Frame | Approximately 15 lessons |



INNOVATIVE
ARTS ACADEMY

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| | Essential Question(s) |
| | <ul style="list-style-type: none"> • How can Google Slides help me effectively communicate my ideas? • How can I responsibly use text, images, and other media in my presentations? • How do my keyboarding skills contribute to creating presentations efficiently? |

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| | Focus of the Unit |
| | <ul style="list-style-type: none"> • Google Slides is a versatile tool for creating presentations. • Mastering Google Slides features enhances communication effectiveness. • Keyboarding skills support efficient content creation in Google Slides. |

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| Standards | <p>2-CS-01: Recommend improvements to the design of computing devices, based on an analysis of how users interact with the devices.</p> <p>2-CS-02: Design projects that combine hardware and software components to collect and exchange data.</p> <p>2-AP-18: Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts.</p> |
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| Learning Targets |
| I can create a new Google Slides presentation. |

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| Learning Targets |
| I can apply design themes and layouts to enhance visual appeal. |

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| Learning Targets |
| I can use transitions and animations effectively. |

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| Learning Targets |
| I can present my slides clearly. |



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| Resources | Online typing tutors/keyboarding software, Google Workspace for Education |
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| Unit Title | Unit 3: Keyboarding, Algorithms and Coding |
| Time Frame | Approximately 20 lessons |



INNOVATIVE
ARTS ACADEMY

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| | Essential Question(s) |
| | <ul style="list-style-type: none"> • What is an algorithm, and how do we use them every day? • How can breaking down a problem make it easier to solve with code? • How do sequence, loops, and conditionals work together in a program? • How can keyboarding skills help me when writing code? |

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| | Focus of the Unit |
| | <ul style="list-style-type: none"> • Programming languages are tools for creating computational solutions. • Coding involves using sequence, loops, and conditionals. • Algorithms are step-by-step instructions used to solve problems. • Keyboarding is essential for effective technology use and communication. |

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| Standards | <p>2-AP-10: Use flowcharts and/or pseudocode to address complex problems as algorithms</p> <p>2-AP-18: Distribute tasks and maintain a project timeline when collaboratively developing computational artifacts</p> <p>2-CS-02: Design projects that combine hardware and software components</p> |
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| Learning Targets |
| I can identify and describe algorithms in everyday tasks. |

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| Learning Targets |
| I can create programs using sequences, conditionals, and loops. |

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| Learning Targets |
| I can use conditionals (if/then statements) to make decisions in my code. |

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| Learning Targets |
| I can work with peers to design or test a program. |



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| Resources | Online typing tutors/keyboarding software, Google Workspace for Education |
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