7th & 8th Grade Keyboarding/career

Prerequisite: None

Grade Level: 7 - 8

Course Length: 1 year

Instructor: Lisa Perkins

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**Course Website:** [www.perkinsbused2.weebly.com](http://classjump.com/l/lisaperkins/index.php)

### Course Rationale:

This area of instruction provides content for knowledge and skills required in the technology-based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workplace or post-secondary education.

### Course Description:

This course is designed to help students master beginning skills in the areas of word processing, proper keyboarding technique, and Internet usage.

### Course Content:

1. Basic Computer Knowledge and Ethics
   1. Equipment components
   2. Operating system usage
2. Execute Basic Computer Operations
   1. Use system utilities
   2. Use program interface
3. Word Processing Applications
   1. Perform a Mail Merge for a multi-page letter with envelopes and labels
   2. Produce a multilevel outline
   3. Create a report with title page, table of contents, and index
   4. Create internal business documents
      1. Agenda
      2. Itinerary
      3. Minutes
      4. News release
   5. Perform desktop publishing operations
      1. Flyer
      2. Newsletter with multi-column format
   6. Communication Skills
   7. Proofreading and revising
   8. Correct grammar
   9. Punctuation, capitalization, and number expression rules
   10. Software communication features
4. Utilize Proper Keyboarding Techniques
   1. Posture
   2. Ergonomics
   3. Touch alphabetic, numeric, symbolic, and keypad skills templates
5. Missouri Career Connections
   1. Career Cluster Inventory
   2. What Are My Skills
   3. My Accomplishments
   4. Job Shadow (activity)
   5. Activities
   6. Should I Join?
   7. Words for High School
   8. My Network
   9. Pay for My Education
   10. Apprenticeship
   11. College and Career Schools

### **Instruction and Grading**:

Students will be graded on projects created using the word processing application software. Students will be required to complete their assignments digitally and turn them in electronically using the class website. All files will be saved in the student’s school computer drive in specified folders so they are accessible to create an electronic portfolio. This electronic portfolio will be saved and added to as the student completes other business courses. The portfolio will also be accessible at Parent-Teacher Conferences for parents to see their student’s work.

Seventh and Eighth grades are also magnificent times to begin exploring career interests. This class will incorporate careers in each assignment.

### **Access to Class Website**

All Ridgeway Business Courses will utilize a class website. This website will contain resources for the classes as well as assignments, worksheets, assessments, and general information. The goal for using this medium is to, first, incorporate technology, and second, to prepare students for post-secondary education. Most higher educational institutions utilize supplemental website information to their classes, and preparing Ridgeway students for a college career is a goal we will strive to reach.

As a parent if you would like to see what your student is completing in his/her business classes, please go to [www.perkinsbused2.weebly.com](http://classjump.com/l/lisaperkins/index.php). This can also be accessed by going to the Ridgeway District website, <http://www.ihigh.com/ridgewayowls>

### Grading Scale:

95% - 100% A

90% - 94% A-

87% - 89% B+

83% - 86% B

80% - 82% B-

77% - 79% C+

73% - 76% C

70% - 72% C-

67% - 69% D+

63% - 66% D

60% - 62% D-

Below 60% F