

CAR - 20 Curriculum - Keyboarding for Computers
 P. Coombs, McGraw High School Business Education

<p>Course: College Keyboarding & Bus. Comm.</p>	<p>Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a: Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors: Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.</p>			
<p>Performance Indicators - LWDAT</p>	<p>Essential Questions</p>	<p>Essential Knowledge & Skills</p>	<p>Classroom Ideas</p>	<p>Assessment Ideas</p>
<ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Explain and demonstrate the proper procedures for starting up and saving to a computer ▪ Demonstrate how to maintain files, folders, and personal accounts using the computer system ▪ Demonstrate how to modify files, folders, and accounts on the computer ▪ Demonstrate how to properly care for computer equipment 	<p>How do I care for and maintain my computer equipment?</p>	<ul style="list-style-type: none"> ▪ Computer components ▪ Power sources ▪ Booting the computer and scanning for viruses ▪ Proper computer handling and cleaning ▪ Managing files and folders ▪ Personal account settings ▪ Other devices: the printers, scanners, LCD, and digital camera - care and use ▪ Safety 	<p>Hands-on training and demonstration of computer equipment use and care - Tom McGrath</p> <p>Norton Antivirus software - research and use</p> <p>Trouble-Shooting 101</p> <p>So the paper jammed...what can you do? Frozen? Computer just not working? Getting out of trouble without picking up the phone. ☺</p>	<p>Maintain and create files, folders, and manage account settings</p> <p>How does this apply to my home computer?</p> <p>What other devices can I apply this knowledge to?</p>
<ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Develop the correct "touch" technique for keyboarding ▪ Demonstrate the ability to key data quickly and accurately ▪ Demonstrate operational skills in using the computer ▪ Demonstrate the ability to key an average of 40 wpm with 2 or less errors by the end of the first semester 	<p>What skills will help me to key quickly and efficiently?</p>	<ul style="list-style-type: none"> ▪ Work area arrangement ▪ Proper keyboarding technique ▪ Introduction of all letters, numbers, and symbols on the keyboard ▪ Application of all letters, numbers, and symbols on the keyboard ▪ Mastery of all letters, numbers, and symbols on the keyboard 	<p>Century 21 Text: Introduction, Application and Mastery of letters, symbols, and numbers</p> <p>Timings</p> <p>Radio and Television Dictation</p> <p>Running calculator tapes</p>	<p>Story Starters</p> <p>Dictation</p> <p>Timings</p> <p>Language Skills</p> <p>Calculator tapes</p>

Resources: (1.) *Century 21 Keyboarding & Information Processing, Sixth Edition, Book One*, Robinson, Hoggatt, Shank, Beumont, and Crawford, and Erickson. South-Western Educational Publishing/International Thomson Publishing, Cincinnati, Ohio. (2.) *Computer Projects Basics*, Korb, Thomson Course Technology, United States. (3.) *Integrated Business Projects, 2nd Edition*, Olinzock, Arney, and Skean, Thomson Learning/South-Western Publishing, United States. (4.) *Business Communications*, Means, Thomson/South-Western Publishing, United States. (5.) Various internet website references and resources such as www.fastweb.com

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Performance Indicators	Essential Questions	Essential Knowledge & Skills	Classroom Ideas	Assessment Ideas
<ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Explain the basic elements of a word processing screen ▪ Compare and contrast paragraph and character formatting ▪ Apply the use of a spell checker ▪ Key a personal business letter ▪ Demonstrate tabulation techniques ▪ Identify parts of an outline ▪ Key an outline in proper format ▪ Format and key a short report ▪ Insert ClipArt or pictures in a report from outside sources ▪ Create and modify a professional resume, cover letter, references, and college application essay ▪ Make critical decisions to enhance and modify documents ▪ Communicate thoughts and ideas creatively through document completion 	<p>What skills will help me to build my personal career and college portfolio?</p>	<ul style="list-style-type: none"> ▪ Paragraph formatting ▪ Character formatting ▪ Spell checking ▪ Components of a business letter ▪ Set, move and delete tabs ▪ Outlining ▪ Report formats ▪ Inserting and Formatting ClipArt and other graphics/pictures in a report ▪ Floating ▪ Importing ▪ Scanning ▪ Creating Flowcharts from scratch ▪ Resumes ▪ Cover Letters ▪ References ▪ Career/College Research ▪ \$\$\$ Resources for college ▪ Scholarships, Grants, Loans 	<p>Custom paragraphs</p> <p>Prepare template paragraphs</p> <p>Create, Align, and Modify data with tabs</p> <p>Set-up tabulated data within a business letter</p> <p>Prepare an outline using an assignment from another class</p> <p>Outline a section of important notes from another class</p> <p>Copy/Paste/Edit Graphics, ClipArt, WordArt, and other pictures to add to documents</p> <p>Design company letterhead with a matching envelope</p> <p>Design a flowchart for a social studies project</p> <p>Use Microsoft Office wizards to create a personal career/education portfolio</p> <p>www.fastweb.com research for \$\$\$</p> <p>Online "shopping" for college \$\$\$</p>	<p>Business Letters</p> <p>Template paragraphs</p> <p>Tabulation</p> <p>Outlines</p> <p>Prepare an outline for visiting New York City in April</p> <p>Add graphics with proper formatting to previously keyed documents</p> <p>Use a scanner to add graphics</p> <p>Create a flowchart for the history of computers</p> <p>Use Microsoft Office wizards to create a personal career/education portfolio</p>

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<p>Performance Indicators</p>	<p>Essential Questions</p>	<p>Essential Knowledge & Skills</p>	<p>Classroom Ideas</p>	<p>Assessment Ideas</p>
<ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Demonstrate the use of wizards, shortcuts, and toolbars ▪ Create documents using shortcuts, wizards, and personalized toolbars ▪ Create, open, and save documents ▪ Create, edit, and maintain documents using Microsoft Office ▪ Make critical decisions to enhance and modify documents ▪ Communicate thoughts and ideas creatively through document completion 	<p>How can I involve electronic communications, graphics, and other computer technologies to create actual business documents and create a reference manual portfolio?</p>	<ul style="list-style-type: none"> ▪ Nonprinting Characters ▪ Using the Microsoft Office Assistant ▪ Wizards ▪ Locations and Saving ▪ Understanding Word Elements: Windows, Rulers, Margins, Menus, Views, Scroll Bars, Browsers, Status Bar ▪ Personalizing Toolbars ▪ Pointer Changes and Functions ▪ Shortcut Menus & Taskbars ▪ Using Ctrl & Alt keys (Access keys) ▪ Templates ▪ Using the dialog boxes ▪ Window Menu ▪ Switch between open documents ▪ Inserting, deleting, and replacing text ▪ Undo and Redo features ▪ AutoCorrect, AutoComplete, and AutoText ▪ Cut, Copy and Paste ▪ Drag and Drop ▪ Document appearance using fonts, special characters, drop caps, borders, shading, and changing page margins ▪ Establishing print instructions ▪ Headers and Footers ▪ Tabs ▪ Tables ▪ Columns ▪ Spelling and grammar check - using custom dictionaries ▪ Using the Thesaurus 	<p>Create a letter using the Office Assistant</p> <p>Adjusting windows and menus</p> <p>Working with Toolbars as Palettes</p> <p>Managing your onscreen options</p> <p>Creating new toolbars</p> <p>Adjusting menus</p> <p>Creating a shortcut menu</p> <p>Move within a document using the ALT keys</p> <p>Create a document using a template and wizards</p> <p>Save multiple documents simultaneously</p> <p>Work within multiple documents</p> <p>Document creation, application and maintenance of learned functions</p>	<p>Create a letter using the Office Assistant</p> <p>Create new menus</p> <p>Manage toolbar</p> <p>Document creation, application and maintenance of learned functions</p> <p>Create a newsletter with three columns - see Newsletter Sourcebook</p> <p>Create a marketing brochure for a college</p> <p>Prepare advertising materials using Desktop Publishing</p> <p>Design a travel brochure</p> <p>Create a table to show job responsibilities of club officers</p> <p>Star River Adventures</p>

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<p>Performance Indicators</p> <ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Create, modify, and publish a high quality company newsletter using advanced strategies and components of Microsoft Office ▪ Make critical decisions to enhance and modify documents ▪ Communicate thoughts and ideas creatively through document completion 	<p>Essential Questions</p> <p>What makes a quality newsletter?</p>	<p>Essential Knowledge & Skills</p> <ul style="list-style-type: none"> ▪ Establishing a "look" for your company ▪ Create attention getting nameplates ▪ Newsletter Content ▪ Promoting Efficient Reading ▪ Four Basic Visual Elements ▪ Using color creatively ▪ Rules, Screen Tints, Reverses and Bleeds with Graphics ▪ Establish image and create dynamic images ▪ Inviting and receiving positive reader response ▪ Intelligent mailing 	<p>Classroom Ideas</p> <p>Compare and Contrast newsletters from different organizations on the web</p> <p>Reinvent the MCS newsletter</p> <p>Create a newsletter for your youth group, sports team, or club</p>
			<p>Assessment Ideas</p> <p>Create a newsletter for your youth group, sports team, or club</p> <p>Create a newsletter for a college of choice</p>

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<p>Performance Indicators</p> <ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Create, edit, and apply table functions to documents previously created ▪ Make critical decisions to enhance and modify documents ▪ Communicate thoughts and ideas creatively through document completion ▪ Calculate average, count, max, min, product, and sum as math functions in a table ▪ Integrate Excel and Access files into Word documents 	<p>Essential Questions</p> <p>How can I integrate other programs from Microsoft Office with Word?</p>	<ul style="list-style-type: none"> ▪ Work with tables ▪ Drawing tables - tool use ▪ Entering and Editing data ▪ Changing width and height ▪ AutoFit Setting ▪ Merging and Splitting Cells ▪ Eraser Button in Tables ▪ Sorting Table Contents ▪ Math Functions in tables ▪ Math Operators ▪ Inserting Excel worksheets ▪ Multicolumn layouts ▪ Break and balance columns ▪ Mail Merge with Word and/or Access ▪ Merge sources ▪ Merge fields ▪ Working with data sources ▪ Excel and Access data as sources ▪ Delimited Text Files ▪ Date and Time codes ▪ Sort and Filter Merged Data ▪ Filtering with a Query ▪ Merged Envelopes ▪ Using styles to format documents ▪ Reorganizing the outline function ▪ Expanding and collapsing outlines ▪ Outline Numbering 	<p>Draw and format tables</p> <p>Create a table for a teacher</p> <p>Design and create a table for different species for science class</p> <p>Create a table for data on books you read in English</p> <p>Create a table to outline the steps in installing new software</p> <p>Create a table to outline important dates in the next month for school</p> <p>Use math functions in tables</p> <p>Simple Access Database creation</p> <p>Mail Merging</p> <p>Create queries</p> <p>Create your own styles to apply to documents</p> <p>Modify a document to include different levels of outlining</p>	<p>Create tables to use as nested objects in documents previously created</p> <p>Design and create a table to collect data as a questionnaire</p> <p>Create a table to include in an accident report for Star River Adventures</p> <p>Address Book for mail merge</p> <p>Merge Name labels for Cayuga Nature Center</p> <p>Create a merge letter for FBLA students and parents for a sightseeing trip</p> <p>Create and sort queries for computer equipment</p>

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<p>Performance Indicators</p>	<p>Essential Questions</p>	<p>Essential Knowledge & Skills</p>	<p>Classroom Ideas</p>	<p>Assessment Ideas</p>
<p>Continuation... See above section</p>	<p>Continuation... See above section</p>	<ul style="list-style-type: none"> ▪ Multi-Section documents ▪ Break Types ▪ Working with Headers and Footers ▪ Page Numbering - customizing ▪ Desktop Publishing Features ▪ Advanced uses with ClipArt, WordArt, Clip Gallery, Drawing and Shapes ▪ Changing proportions of AutoShape ▪ Advanced Formatting and Manipulating of Objects ▪ Changing image attributes and borders ▪ Text Wrapping ▪ Rotate and Flipping Objects ▪ Text Boxes ▪ Bullets and Numbering 	<p>Continuation... See above section</p> <p>Use headers and footers to customize documents in a portfolio</p> <p>Design Gift Certificates</p> <p>Prepare Itineraries</p> <p>Update an existing presentation</p> <p>Create a new presentation from scratch or using a wizard</p> <p>Design and create a presentation for Lime Hollow Nature Center</p> <p>Use PowerPoint to</p>	<p>Continuation... See above section</p> <p>Use headers and footers to customize documents in a portfolio</p> <p>Create a travel and tourism slideshow for a client</p> <p>Create slideshow to outline the effects of smoking on your body for health class</p> <p>Create thank you cards for people who remembered your graduation</p> <p>Create an outline for incoming freshman at your high school</p> <p>Design and create an outline of duties and responsibilities for officers in your club or organization</p> <p>Update your resume and career/college portfolio</p>

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<p>Performance Indicators</p> <ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Understand, apply and evaluate the process and stages of writing effective messages in business ▪ Make critical decisions to enhance and modify documents ▪ Communicate thoughts and ideas creatively through document completion 	<p>Essential Questions</p> <p>How can I communicate more effectively in writing?</p>	<p>Essential Knowledge & Skills</p> <ul style="list-style-type: none"> ▪ Prewriting: Planning and organizing message ▪ Revising ▪ Editing and proofing ▪ Publishing ▪ Internal Documents and communications ▪ E-mails – etiquette and use ▪ Developing and using graphic and visual aids ▪ Purposes and placement of Graphic Aids ▪ Using Graphic Aids for Oral Presentations ▪ Writing Formal Reports - A major function of Business ▪ Technical Communication Writing to Instruct ▪ Writing to Describe, Writing to Persuade 	<p>Classroom Ideas</p> <ul style="list-style-type: none"> Creating memos, e-mails, other internal documents for Star River Adventures Write letters to potential clients Create a letter with a positive message Create a letter with a negative message Create visual aids for an oral presentation on employee training Outline the components of an effective written report for business Create a document for employees to assist them in handling a disgruntled customer Create a poster for employees that describes company policy on taking breaks Write a letter to an employee to persuade them to change a particular behavior in the workplace Creating Personal, handwritten notes - they NEVER go out of style! <p>Assessment Ideas</p> <ul style="list-style-type: none"> Create a letter to hire a new employee Create a letter of discontent about a current employee Create an internal memo about a company community service event to benefit the American Cancer Society Create a letter to inform employees about proper e-mail etiquette and use Design and create a visual aid for proper computer care Design and create a visual aid to announce a violence prevention workshop on a college campus Research online business reports Compare and contrast business reports from different companies

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<p>Performance Indicators</p> <ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Apply knowledge to update career and college portfolio to include a resume, cover letter, references, college essay, scholarship and grant information, and job application/interview skills ▪ Make critical decisions to enhance and modify documents ▪ Communicate thoughts and ideas creatively through document completion 	<p>Essential Questions</p> <p>What makes an effective career and college portfolio?</p>	<p>Essential Knowledge & Skills</p> <ul style="list-style-type: none"> ▪ Resume building - Revisited ▪ The effective cover letter ▪ Completing application forms ▪ References ▪ Career and College Planning ▪ \$\$\$, You can get in, but can you come up with the \$\$\$ ▪ \$\$\$ Resources ▪ Interviewing well ▪ Writing the follow-up letter ▪ SCANS Skills 	<p>Classroom Ideas</p> <p>Updating your resume</p> <p>Creating Application Letters</p> <p>Fill out application forms - and using your resume as a guide to successful application</p> <p>Mock Interviews</p> <p>Write follow-up letters</p> <p>Writing personal notes as a thank you</p> <p>Career Research - CHOICES - continued</p> <p>College Research - continued</p> <p>www.Fastweb.com/research</p>	<p>Assessment Ideas</p> <p>Updated Personal Career and College Portfolios</p> <p>Job Interviews</p> <p>Job Applications</p> <p>Follow-up Letters</p>

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<ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze cases ▪ Demonstrate the ability to use critical thinking, creativity, decision-making, and communications skills to apply the knowledge of Microsoft Office to complete a project 	<p>How will I apply what I've learned?</p>	<ul style="list-style-type: none"> ▪ Prepare travel expense reports ▪ Compose letters and memos ▪ Create merged documents with Access ▪ Create database tables, queries, and reports ▪ Create presentations and brochures ▪ Record Sound Files ▪ Create Excel charts and integrate with Word documents 	<p>Final Project component reviews</p>	<p>Star River Adventures - Capstone Project</p>
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Learning Standards for Career Development and Occupational Studies

Standard 1: Career Development

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Standard 3b: Career Majors

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.

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