

Business Education Planned Course: Keyboarding III

- State Curriculum Standard: 1.2.11A Read and understand essential content of informational texts and documents in all academic areas
- 1.4.11E Write a personal résumé.
- 1.5.11F Edit writing using the conventions of language: Spell all words correctly, Use capital letters correctly, Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses). □ Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly. □ Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11A Listen to others: Ask clarifying questions, □ synthesize information, ideas and opinions to determine relevancy. Take notes
- 1.6.11F Use media for learning purposes: Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
- 2.2.11A Develop and use computation concepts, operations and procedures with real numbers in problem-solving situations.
- 13.2.11C Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, following an interview, letter of introduction, postsecondary education/training, applications, request for letter of recommendation, résumé.
- 13.2.11E Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: commitment, communication, dependability, health/safety, laws and regulations (that is Americans With Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, material, safety data sheets), personal initiative, self-advocacy, scheduling/time, management team building, technical literacy, technology.

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Unit: **TSEA: A Science Conference Simulation**

Content Standard: **Integrate knowledge and skills learned so far to create a variety of documents for a simulated employer.**

Course Content	Student Performance	Resources	Assessments
A. Using a Database B. Memos C. Macros D. Form letters E. Forms F. Minutes/reports G. News Release H. Agenda I. Letters J. Announcements	<ul style="list-style-type: none"> • Add records to an existing database, then resorting records • Prepare memos • Create macros for form letters • Prepare letters from draft form • Create a boxed form • Prepare minutes of meeting and other reports • Create a news release from draft • Create board meeting agenda • Create letters • Create various announcements 	<ul style="list-style-type: none"> • Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006 • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Template diskette • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Simulation Lessons 107-111 • Production quizzes • Technical quizzes <p><u>Remediation and Enrichment</u></p> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts

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Unit: **Creating Form Documents (Mail Merge)**

Content Standard: **Prepare main document and a data source, then merge files to produce original documents.**

Course Content	Student Performance	Resources	Assessments
<p>A. Main Documents</p> <p>B. Data Source</p> <p>C. Completing the Main Document</p> <p>D. Previewing, Merging, and Printing the Form Documents</p>	<ul style="list-style-type: none"> • Create documents for different businesses • Set up field names • Insert fields into variable locations throughout letter • Verify that fields have been inserted correctly into form document 	<ul style="list-style-type: none"> • Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006 • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Template diskette • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Mail merge Lessons 114-117 <p><u>Remediation and Enrichment</u></p> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts

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Unit: **Salk Alumni Association: A Class Reunion Simulation**

Content Standard: **Integrate knowledge and skills learned so far to create a variety of advanced documents for a simulated employer.**

Course Content	Student Performance	Resources	Assessments
A. Adding Database Records B. Memos C. Budgets D. Agenda E. Minutes F. Flyer G. News Release H. Letter and Form Letters I. Mailing Labels J. Boxed Table K. Pie Chart L. Newsletter M. Program	<ul style="list-style-type: none"> • Add record to an existing data source • Create various memos • Create various budgets • Prepare agendas • Prepare minutes of meetings • Create flyers • Create news release • Create various letters and form letters • Prepare mailing labels • Create reservation table • Create pie chart • Prepare newsletter • Prepare a program 	<ul style="list-style-type: none"> • Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006 • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Template diskette • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Simulation Lessons 146-150 <p><u>Remediation and Enrichment</u></p> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts

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Unit: **“Hoops”: A Workplace Simulation**

Content Standard: **Integrate knowledge and skills learned so far to create a variety of advanced documents for a simulated employer.**

Course Content	Student Performance	Resources	Assessments
A. Application Form B. Form Letters and Letters C. Flyers D. Create and Update Existing Databases E. Tables F. Spreadsheet G. Composing Letter H. Calendar I. E-mail/Memos J. Slide Show	<ul style="list-style-type: none"> • Create an application form • Create letters and form letters • Create tournament flyer • Create and update databases • Create tables and boxed tables • Create spreadsheet for tournament registrations • Compose letters to clients • Prepare monthly calendars • Prepare memos, prepare emails and send • Create PowerPoint presentation 	<ul style="list-style-type: none"> • Text book: <u>Century 21 Computer Applications and Keyboarding</u>, Eighth edition 2006 • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Template diskette • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Simulation Jobs 1-19 <u>Remediation and Enrichment</u> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts

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Unit: **Legal Typing**

Content Standard: **Prepare a variety of legal documents in the format that is widely accepted in the legal community.**

Course Content	Student Performance	Resources	Assessments
A. Acknowledgement B. Contract C. Summon D. Deposition E. Subpoena F. Final Judgment and Decree G. Order H. Last Will and Testament I. Order Appointing Guardian	<ul style="list-style-type: none"> • Prepare an acknowledgement • Prepare a contract • Prepare a summons • Prepare a deposition with a legal “backer” • Prepare a subpoena • Prepare a final judgment and decree • Prepare an order • Prepare a last will and testament with a legal “backer” • Prepare an order appointing guardian 	<ul style="list-style-type: none"> • Text book: <u>Legal Office Typing</u>, (South-Western Publishing 1984) • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Simulation <u>Remediation and Enrichment</u> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts

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Unit: **ProFitness International Simulation**

Content Standard: **Integrate knowledge and skills learned so far to create a variety of advanced documents for a simulated employer.**

Course Content	Student Performance	Resources	Assessments
A. Résumé B. Letter of Application C. Employment Test/Timed Keyboarding Text D. Letters E. Tables F. Memos G. Agenda H. Minutes I. Reports J. Merged Letters K. Speech L. Invoice M. Compose Letters and Memos	<ul style="list-style-type: none"> • Prepare a résumé • Prepare a letter of application • Take an employment test and a timed test • Prepare several letters • Prepare several different styles of tables • Prepare several memos • Create agendas • Create minutes of a meeting • Create various reports • Create form letters, database and merge • Prepare and type speeches • Create invoices • Compose various letters and memos 	<ul style="list-style-type: none"> • Simulation: <u>ProFitness International</u>, (South-Western Publishing Co. 3rd edition) • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Simulation <p><u>Remediation and Enrichment</u></p> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts

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Unit: **River Oaks Centre**

Content Standard: **Integrate knowledge and skills learned so far to create a variety of advanced documents for a simulated employer.**

Course Content	Student Performance	Resources	Assessments
A. Letters B. Tables C. Memos D. Agenda E. Minutes F. Reports G. Merged Letters H. Speech I. Invoice J. Compose Letters and Memos K. News Release L. Newsletter	<ul style="list-style-type: none"> • Prepare several letters • Prepare several different styles of tables • Prepare several memos • Create agendas • Create minutes of a meeting • Create various reports • Create form letters, database and merge • Prepare and type speeches • Create invoices • Compose various letters and memos • Prepare a news release • Create a newsletter 	<ul style="list-style-type: none"> • Simulation: <u>River Oaks Centre</u>, (South-Western Publishing Co. 5th edition) • PC computer • Software: Office Professional 2003 • Hewlett Packard Laser Printer • Student data disk 	<ul style="list-style-type: none"> • Question/answer sessions • Observation of skill application • Simulation <p><u>Remediation and Enrichment</u></p> <ul style="list-style-type: none"> • After conferencing with teacher, retype any unsatisfactory documents and/or prepare differentiated assignments to extend the application of concepts