

8th Grade Keyboarding/Careers – 1st Semester

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Course Description

This course is introduction to keyboarding using proper technique, learning all of the letters, numbers and symbols on the keyboard. Increasing speed and accuracy will be emphasized. Students will be introduced to all Microsoft applications, along with Internet and Google applications. Students will also learn to critically examine mass media, understand rhetoric, and news writing. An emphasis will be placed on spelling using and the definitions. Lastly, students will create a four year plan for high school and be introduced to several career options.

Common Core Standards

Students will:

- Demonstrate proper keyboarding technique by keying alphabetic and numeric information.
- Demonstrate creative thinking, construct knowledge, and use information and communication technologies to develop innovative products and processes.
- Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.
- Exercise critical thinking to plan and conduct research using a variety of information resources including print, digital, and other sources.
- Understand human, cultural, and societal issues related to information and communication technologies and practice legal and ethical behavior.
- Demonstrate a sound understanding of technology concepts, systems, and operations.
- Explain journalism and be able to critically examine news.
- Know and understand how to think critically about the process of mass communication and the various mass media, and how that relates to journalism.
- Demonstrate knowledge of spelling words from the 8th grade spelling list.
- Describe several different career paths.
- Understand goal setting and working to obtain goals.
- Demonstrate how to work with other students and how to communicate any problems.

Instructional Materials

Internet, videos, and websites.

Class Expectations

- Be Prepared – always have your pencil, paper, notebook, book(s), and completed assignments – **Each day an assignment is late your grade will be reduced by 10%.**
I **DO NOT** give ZEROS (0), if you do not turn in an assignment you will be given an incomplete until it is finished. This is your education, your future, you are expected to complete each assignment.
- Be Respectful – to teacher, classmates, and visitors; respect all school rules (dress code, etc...); raise hand before speaking; respect others' opinions.
- Be Actively Engaged – pay attention, participate, take notes, ask questions, and provide answers.
- Take Care of the textbooks given to you, desks you sit in, items you borrow from others and any other class materials presented.
- Be Responsible for Your Actions

Class Materials Needed

All your writing will be in pencil or typed and one notebook specifically for Keyboarding

Tentative Units with Instructional Dates

Quarter 1

<ul style="list-style-type: none"> ▪ Week 1 – Journalism, spelling list with definitions, focusing on rhetoric 	<p>Standard: Know and understand how to think critically about the process of mass communication and the various mass media, and how that relates to journalism.</p> <p>Objectives: Describe and use the knowledge of rhetoric for short write ups.</p>
<ul style="list-style-type: none"> ▪ Week 2 – Journalism, spelling list with definitions, focusing on using the correct rhetoric for writing and understanding media, Spelling test 	<p>Standard: Know and understand how to think critically about the process of mass communication and the various mass media, and how that relates to journalism.</p> <p>Objectives: Understand the different types of media, Internet, newspaper, magazine, radio, and TV and explain how rhetoric can be used to persuade.</p>
<ul style="list-style-type: none"> ▪ Week 3 – Journalism, PowerSchool logon, spelling list with definitions, focusing on mass media and Internet usage, Spelling test 	<p>Standard: Understand human, cultural, and societal issues related to information and communication technologies and practice legal and ethical behavior.</p> <p>Objectives: Explain mass media and the legal and ethical behavior of Internet usage.</p>
<ul style="list-style-type: none"> ▪ Week 4 – Journalism, Using Computers for Journalism and Research, spelling list with definitions, Internet scavenger hunt, determining fact/fiction on the Internet, Spelling/ Journalism test 	<p>Standard: Demonstrate creative thinking, construct knowledge, and use information and communication technologies to develop innovative products and processes.</p> <p>Objectives: Describe why technology is important for research, but it can also give false information, define spelling words, and demonstrate knowledge of journalism concepts.</p>
<ul style="list-style-type: none"> ▪ Week 5 – Keyboarding, Journalism, spelling list with definitions, focusing on mass media, introduction to the QWERTY keyboard and hand placement, Spelling test 	<p>Standard: Demonstrate proper keyboarding technique by keying alphabetic and numeric information.</p> <p>Objectives: Demonstrate proper hand position on the QWERTY keyboard.</p>
<ul style="list-style-type: none"> ▪ Week 6 – Keyboarding, spelling list with definitions, typing drills, timed typing, and typing games, Spelling test 	<p>Standard: Demonstrate proper keyboarding technique by keying alphabetic and numeric information.</p> <p>Objectives: Demonstrate knowledge of the top keyboard row.</p>
<ul style="list-style-type: none"> ▪ Week 7 – Keyboarding, spelling list with definitions, typing drills, timed typing, and typing games, Spelling test 	<p>Standard: Demonstrate proper keyboarding technique by keying alphabetic and numeric information.</p> <p>Objectives: Demonstrate knowledge of the home row.</p>
<ul style="list-style-type: none"> ▪ Week 8 – Keyboarding, spelling list with definitions, typing drills, timed typing, and typing games, Spelling test 	<p>Standard: Demonstrate proper keyboarding technique by keying alphabetic and numeric information.</p> <p>Objectives: Demonstrate knowledge of the bottom keyboard row.</p>
<ul style="list-style-type: none"> ▪ Week 9 – Keyboarding, spelling list with definitions, final timed typing, Google applications, Spelling test 	<p>Standard: Demonstrate proper keyboarding technique by keying alphabetic and numeric information and demonstrate knowledge of spelling words from the 8th grade spelling list.</p> <p>Objectives: Demonstrate knowledge of using all three keyboarding rows.</p>

Quarter 2

<ul style="list-style-type: none"> ▪ Week 10 – Microsoft Word, spelling 	<p>Standard: Demonstrate a sound understanding of technology</p>
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list with definitions, focusing on Home options, Insert options, Page Layout options, and Layout options, Microsoft Word mini assignments and quiz	concepts, systems, and operations. Objectives: Demonstrate knowledge of the home options, layout options, and insert options in Microsoft Word.
<ul style="list-style-type: none"> ▪ Week 11 – Microsoft Word, spelling list, focusing on References options, Review options, View options, and Design options, Microsoft Word mini assignments, and Exam 	<p>Standard: Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.</p> <p>Objectives: Demonstrate knowledge of reference, review, design, and view options in Microsoft Word.</p>
<ul style="list-style-type: none"> ▪ Week 12 – Microsoft PowerPoint, spelling list with definitions, focusing on Home options, Insert options, and Design options, Microsoft PowerPoint mini assignments and quiz 	<p>Standard: Demonstrate a sound understanding of technology concepts, systems, and operations.</p> <p>Objectives: Demonstrate knowledge of home, insert, and design options in Microsoft PowerPoint.</p>
<ul style="list-style-type: none"> ▪ Week 13 – Microsoft PowerPoint, spelling list with definitions, focusing on Animation options, Slide show options, Review options, and view options, Microsoft PowerPoint mini assignments and Exam 	<p>Standard: Demonstrate a sound understanding of technology concepts, systems, and operations.</p> <p>Objectives: Demonstrate knowledge of animation, slide show, review, and view options in Microsoft PowerPoint.</p>
<ul style="list-style-type: none"> ▪ Week 14 – Research Project, focusing on finding research and deciphering good and bad research and searches, and rough draft 	<p>Standard: Exercise critical thinking to plan and conduct research using a variety of information resources including print, digital, and other sources.</p> <p>Objectives: Demonstrate knowledge in finding appropriate information for a research paper and how to outline appropriately.</p>
<ul style="list-style-type: none"> ▪ Week 15 – Research Project, focusing on rough draft (DUE), rhetorically application of language, finalizing paper with reference page 	<p>Standard: Exercise critical thinking to plan and conduct research using a variety of information resources including print, digital, and other sources.</p> <p>Objectives: Demonstrate knowledge of rhetoric, referencing, and sentence structure.</p>
<ul style="list-style-type: none"> ▪ Week 16 – From paper to PowerPoint! 	<p>Standard: Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.</p> <p>Objectives: Demonstrate knowledge of PowerPoint.</p>
<ul style="list-style-type: none"> ▪ Week 17 – Finish PowerPoint and begin Presentations 	<p>Standard: Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.</p> <p>Objectives: Demonstrate knowledge of PowerPoint.</p>
<ul style="list-style-type: none"> ▪ Week 18 – Semester Final Exam 	

Assessment/Tests

See Instructional Units/Dates

Grading Procedures

- Each assignment, assessment, project will be worth individual points.
- Homework will be due daily. Full points will not be given if the assignment is late.
- All assessments must be taken during the class period. If absent, the student should arrange a make-up time before or after school.
- Grades will be calculated by dividing the total points earned by a student by the total points possible.