

# 8<sup>th</sup> Grade Keyboarding/Careers – 2<sup>nd</sup> 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
- Format letters, envelopes, reports, agendas, numbered and bulleted lists, minutes of meetings
- Create and key personal and business documents
- Learn about journalism and be able to critically examine news
- Learn about and think critically about the process of mass communication and the various mass media, and how that relates to journalism
- Learn the basics of reporting and news writing
- Learn how to spell words from the 8<sup>th</sup> grade spelling list
- Learn about different career paths
- Learn about goal setting and working to obtain goals
- Learn 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 3

<ul style="list-style-type: none"> <li>▪ <b>Week 1</b> – Keyboarding Review, timed typing, typing challenges, and keyboard quiz</li> </ul>	<p><b>Standard:</b> Demonstrate proper keyboarding technique by keying alphabetic and numeric information.</p> <p><b>Objective:</b> Demonstrate typing skills and knowledge of keyboard.</p>
<p><b>Week 2</b> – Excel, focusing on Home, Insert, and Layout options, mini assignments, spelling lists with definitions, and spelling test</p>	<p><b>Standard:</b> Demonstrate a sound understanding of technology concepts, systems, and operations.</p> <p><b>Objective:</b> Demonstrate knowledge of home, insert, and layout options in Microsoft Excel.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 3</b> – Excel, focusing on formulas, data, review, and view, mini assignments, spelling lists with definitions, spelling test, &amp; Excel exam</li> </ul>	<p><b>Standard:</b> Demonstrate a sound understanding of technology concepts, systems, and operations.</p> <p><b>Objective:</b> Demonstrate knowledge of formulas, data, review, and view options in Microsoft Excel.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 4</b> – Website Design, focusing on text boxes, save and insert pictures, and research for the website, spelling list with definitions, and spelling test</li> </ul>	<p><b>Standard:</b> Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.</p> <p><b>Objective:</b> Demonstrate knowledge of text boxes, saving and inserting pictures from the internet, and knowledge of topic for website design.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 5</b> – Website Design, focusing on linking to outside websites, security, ethical, and safety with building a websites, spelling list with definitions, and spelling test</li> </ul>	<p><b>Standard:</b> Understand human, cultural, and societal issues related to information and communication technologies and practice legal and ethical behavior.</p> <p><b>Objective:</b> Demonstrate knowledge of linking within and outside of website, security, ethical, and safety of building a website.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 6</b> – Website Design, focusing on plagiarism, referencing, and blogs, spelling list with definitions, and spelling test</li> </ul>	<p><b>Standard:</b> Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.</p> <p><b>Objective:</b> Describe plagiarism and demonstrate referencing and creating blogs.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 7</b> – Present Websites to class, spelling list with definitions, and spelling test</li> </ul>	<p><b>Standard:</b> Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others.</p> <p><b>Objective:</b> Present website creations in a culminating project.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 8</b> – Create a game using PowerPoint, showing how to link slides and using proper text, spelling list with definitions, and spelling test</li> </ul>	<p><b>Standard:</b> Demonstrate creative thinking, construct knowledge, and use information and communication technologies to develop innovative products and processes.</p> <p><b>Objective:</b> Demonstrate how to link PowerPoint slides together and using proper text.</p>
<ul style="list-style-type: none"> <li>▪ <b>Week 9</b> – Create a game using PowerPoint, Present game, exam over elements of Excel, website design, and gaming PowerPoint</li> </ul>	<p><b>Standard:</b> Demonstrate a sound understanding of technology concepts, systems, and operations.</p> <p><b>Objective:</b> Demonstrate knowledge of website and game design.</p>

#### Quarter 4

<ul style="list-style-type: none"><li>▪ <b>Week 10</b> – Introduction to careers, personality and leadership quizzes, and goal setting</li></ul>	<p><b>Standard:</b> Understand goal setting and working to obtain goals. <b>Objective:</b> Describe the types of personality and leadership qualities and determine which type describes you.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 11</b> – Career options using CIS, magazines, and research, guest speaker from medical field</li></ul>	<p><b>Standard:</b> Describe several different career paths. <b>Objective:</b> Demonstrate how to use CIS and describe career options in the medical field.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 12</b> – Careers focusing on options and narrowing down possibilities to begin four year high school plan, update CIS, guest speaker from government (INL), and career exam</li></ul>	<p><b>Standard:</b> Describe several different career paths. <b>Objective:</b> List three interesting careers, demonstrate how to update CIS, and describe career options in engineering/government entities.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 13</b> – Careers, focusing on four year plan, viewing colleges, cost analysis of living in certain areas, updating CIS, guest speaker, College of Education (Indiana University)</li></ul>	<p><b>Standard:</b> Describe several different career paths. <b>Objective:</b> List 5 interesting colleges/universities/vocational schools, describe how cost of living will affect choices, and explain the career options in education.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 14</b> – Careers project using research, Microsoft Word, Excel, and PowerPoint and career exam</li></ul>	<p><b>Standard:</b> Demonstrate creative thinking, construct knowledge, and use information and communication technologies to develop innovative products and processes. <b>Objective:</b> Research and report three possible career opportunities using Microsoft Word, Excel, and PowerPoint.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 15</b> – Careers project using research, Microsoft Word, Excel, and PowerPoint and begin presentations</li></ul>	<p><b>Standard:</b> Use digital media and environments to communicate and work collaboratively to support individual learning and to contribute to the learning of others. <b>Objective:</b> Research and report three possible career opportunities using Microsoft Word, Excel, and PowerPoint.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 16</b> – Finish Careers Presentation and community service project with groups</li></ul>	<p><b>Standard:</b> Demonstrate how to work with other students and how to communicate any problems. <b>Objective:</b> Present and describe career opportunities and how community service can contribute to community and opportunities.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 17</b> – Finalize community service project and review for the final exam</li></ul>	<p><b>Standard:</b> Demonstrate how to work with other students and how to communicate any problems. <b>Objective:</b> Present and complete community service project.</p>
<ul style="list-style-type: none"><li>▪ <b>Week 18</b> – Semester Final Exam</li></ul>	

#### 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.