

## 6th Grade Business Applications

Course Number = 100-104 - Grades 6 & 7 & 8 - 6th Grade = Trimester (60 Hours) 7th & 8th Grade = Quarter (45 Hours)

### Content Standards

Level: Middle School  
Learning Area: Read, Listen, View  
Content Standard: Technical Reading, Listening, & Viewing  
Package Name: Technical Reading / Introduction to Computer Applications

<u>Textbooks:</u>	Applied Computer Keyboarding	South - Western	Copyright 2010
	Mavis Beacon	South - Western	Copyright 2004
	An introduction to Computing	Lawrenceville Press	Copyright 2007
	Microsoft Office 2008 Step by Step	Computer Literacy Press	Copyright 2008

### Course Description

During this ***Semester / 90 Days (6th Grade)*** students will begin the textbook published by South-Western, "Applied Computer Keyboarding". In Part 1 of this book students will complete lessons that will review correct position at the keyboard, keyboarding techniques, and motion patterns to improve speed and accuracy. In Part 2 students will be introduced to word processing applications where they will center documents, format memos, format business letters, format unbound reports, format tables, and finish with a word processing simulation called "Twin Cities Youth Camp". Students will also be introduced to Database Applications, Excel Applications, and Powerpoint Applications.

Time permitting the students will begin the workbook published by South-Western titled Mavis Beacon and in this workbook the students will complete 31 lessons on Keyboarding skills.

The final project in semester one will be in the book "Suncoast Civic Center Office Assistant" published by South-Western. This simulation is designed to help the student make the change from textbook assignments to duties performed in a business office. Students work must be proofread, complete, accurate, neat, and properly formatted.

### **Performance Assessment Summary**

(Students will be able to:)

Operate a Computer  
Using 5 Or More Word Processing Functions  
Design a Database  
Design a Spreadsheet  
Demonstrate Technical Reading Ability  
Keyboarding Skill improved to 35 WPM  
Create a Presentation

### **Students will master the following competencies in Keyboarding to receive credit:**

1. Use touch method (alphabetic/numeric/symbol keys)

5. Format letters in block and modified block styles
6. Format envelopes and labels
7. Format reports and research papers (works cited\*, footnotes, title page and table of contents)
8. Format memos and email messages
9. Format tables
10. Produce documents from rough draft
11. Perform vertical and horizontal centering
12. Create numbered and bulleted lists