

7th Grade Business Applications

Course Number = 125 - Grade 6-7-8

Prerequisite: 6th Grade Keyboarding

Content Standards

Level: High School

Learning Area: Read, Listen, View

Content Standard: Technical Reading, Listening, & Viewing

Package Name: Technical Reading / Business Applications I & II

Textbooks: Keyboarding & Information Processing South - Western Copyright 2011
All Star Sports Business Forms South - Western Copyright 2009
Suncoast Civic Center Office Assistant South - Western Copyright 2010

Course Description

During ***semester one*** students will use the book "Keyboarding & Information Processing" published by South-Western. In this book the students will complete 60 lessons of Advanced Keyboarding work taking their speed and accuracy on the keyboard to new levels. Instruction in Century 21 Keyboarding centers around three critical skills: keying, formatting, and information processing. Students will move on to the book "All Star Sports Business Forms" published by South-Western. As an employee of All Star Sports, students will learn to prepare various kinds of business forms and will see how these forms fit together in the paper-flow operation with the company. 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.

During ***semester two*** students begin in the book "Ten Key Skill Builder" published by South-Western. After completion of this workbook students will have learned the ten-key numeric touch method that is used to operate machines in businesses today. Students move onto "Electronic Print Calculator" published by South-Western and will develop speed and accuracy using the ten-key touch method. Students will complete federal income tax forms, work in an accounting department, and learn to use office forms such as inventory cards, invoices, and promissory notes. Students next will begin in the workbook "Capitol Auditing Service" published by Glencoe McGraw-Hill. Students will work with various receipts, payroll forms, inventory sheets, checkbook records, cash count forms, error analysis sheets, summary reports, and audit sheets.

The final project of the year will be in the book "Formatting Applications" published by South-Western. Students will get an intensive review for formatting/keyboarding a variety of personal, business, and professional reports.

| Performance Assessment Summary | Grading Scale |
|---------------------------------------|----------------------|
|---------------------------------------|----------------------|

(Students will be able to:)

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|---|---|
| Keyboard At a Speed of 45 WPM With Less Than 5 Errors Develop Speed and Accuracy on the Numeric Key Pad Integrate Information Created in Two Other Applications Demonstrate Technical Reading Ability Design an Integrated Document | 1 |
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Late Work Policy

All work completed on 3rd day following absence.

See Mr. Nowotny for any other arrangements.

All other late work not involving an absence will have a 15% Penalty Per Week

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

1. Use touch method (alphabetic/numeric/symbol keys)
2. Complete a time and accuracy test of 45 words per minute during a three- or five-minute time test with one error/minute (straight copy; correction enabled)
3. Accurately apply standard proofreader marks
4. Proofread text for mailable copy
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

Students will master the following competencies in Beginning Word Processing to receive credit:

1. Getting started: insertion point, status line, enter, exit, and help functions
2. Create, save and retrieve documents

3. Text editing functions: insert, delete, typeover
4. Basic printing commands
5. Use of spell check, thesaurus, and grammar
6. Formatting a document: line spacing, tabs, and margins
7. Character formatting:
 - Attributes
 - Font size
 - Font styles
 - Convert case
8. Paragraph formats: alignments, bullets and numbering, outlining, indents, line spaces
9. Search and replace function
10. Tab alignment:
 - Left, right, decimal & center column tabs
 - Leaders
 - Changing tab alignment character
11. Block functions:
 - Moving a block of text
 - Moving tabular columns
 - Copying, deleting, printing a block of text
 - Saving a block of text to a new file
12. Display and manipulate text among multiple windows
13. File maintenance:
 - Create file(s)
 - Delete file(s)
 - Insert document properties
 - Rename existing file(s)
 - Print an unopened file(s)
 - Preview a file
 - Copy/move an existing file(s)
 - Mark files for opening, deleting and printing
14. Pagination
 - Soft/hard page breaks
 - Protecting blocks from page breaks
 - Widow/orphan protection
 - Section breaks
15. Headers/footers
 - Creating, editing, deleting a header or footer
 - Suppressing a header or footer
16. Page numbering
 - Automatic page numbering/changes
 - Page numbering within header or footer
17. Labels and envelopes
18. Tables

19. Text columns
20. Insert and manipulate graphics from a variety of sources
21. Ability to use themes and styles
22. Ability to use SmartArt