

## **GRADE 6**

### **KEYBOARDING**

#### **Rationale:**

**The purpose of keyboarding is to key alphabetic, numeric, and punctuation keys by touch.**

#### **Course Content:**

**Keyboarding is a nine-week class with emphasis on correct technique, work habits, and reasonable speed and accuracy. Students will learn the basic computer controls and operations, and the keyboard letters, punctuation, numbers, and symbols.**

## **GRADE 7**

### **COMPUTER APPLICATIONS**

#### **Rationale:**

**The purpose of Computer Applications is for the students to learn introductory concepts of the following software applications: Word processing, spreadsheets, and presentation graphics.**

#### **Course Content:**

**Computer Applications is a nine-week class designed to offer students the opportunity to engage in active hands-on learning using the computer. This course will include a review of the skills learned in Keyboarding. Emphasis will be placed on correct keyboarding technique. The student will develop basic computer skills with emphasis in word processing, spreadsheets, and presentation graphics. The student will apply skills learned by creating, editing, storing, and printing spreadsheet, presentation graphics, and word processing documents.**

## **GRADE 8**

### **COMPUTER APPLICATIONS**

#### **Rationale:**

**The purpose of Computer Applications is for the students to reinforce and expand upon the skills learned in word processing, spreadsheet, and presentation software applications.**

#### **Course Content:**

**Computer Applications is a nine-week class designed to offer students the opportunity to reinforce and expand upon the skills they have learned in word processing, spreadsheet, and presentation applications. The student will apply skills learned by creating, editing, storing, and printing presentation graphics, spreadsheets, and word processing documents.**

### **KEYBOARDING I and II**

#### **Rationale:**

**The purpose of keyboarding is to develop keying, formatting, and information processing skills.**

#### **Course Content:**

**The student will develop proficiency on the computer for business, college, and home use. Keyboarding, formatting, and information processing skills are emphasized. The student will apply skills by keying personal and business letters, table, reports, and various business documents.**

### **BUSINESS FOR EVERYDAY LIVING**

#### **Rationale:**

**The purpose of Business for Everyday Living is to develop an understanding of the world of business and preparation for a more meaningful and beneficial interaction with business and the economy.**

**Course Content:**

The student will be introduced to the world of business and prepared for the economic roles of consumer, worker, and citizen. This course serves as a background for other business courses, assists with consumer decision making, future employment choices, and effectively performing the responsibilities of a citizen.

**PERSONAL BUSINESS MANAGEMENT****Rationale:**

The purpose of this Personal Business Management is to help students attain knowledge and skills to help them manage their personal business in areas of banking and finance, credit, savings and investing, being a part of the labor force, buying insurance, small business management, and taxes.

**Course Content:**

The student will develop personal business management knowledge and skills necessary to be successful in the areas of banking and financial services, using credit, savings and investment strategies, being part of the labor force, risk management (insurance), personal financial management, small business management, and paying taxes.

**CADET TEACHING/INTRODUCTION TO CAREERS IN EDUCATION****Rationale:**

The purpose of Cadet Teaching/Introduction to Careers in Education is to give the cadet hands-on opportunity to work with students and an elementary teacher to help the cadet develop understanding of what teaching is like and to decide if the cadet wants to pursue education as a career.

### **Course Content:**

The student will work with an elementary teacher to develop skills required of a teacher (grading papers, operating audio visual and Xerox equipment, creating bulletin boards, etc.). Each cadet student will work with elementary students individually and as a group. The student will develop and teach at least one complete lesson each semester, under the supervision of the cooperating teacher. The student will keep a journal of cadet teaching experiences. The student will write a paper on "Future Trends in Education." The student will develop leadership skills by joining Future Teachers of America club.

## **LAW FOR EVERYDAY LIVING**

### **Rationale:**

The purpose of Law for Everyday Living is to develop the skills students need to relate the law to their current lives, see the law's implication in their future, and recognize the rights and duties of all parties.

### **Course Content:**

The student will develop an understanding of the importance of the law in general, become familiar with relevant specific laws, and explore the applications of law in both business situations and in personal transactions. The student will learn about criminal law, civil law, and procedural law. With this foundation, the student will develop the skills needed for ordinary people to define their private rights and duties and also the rights and obligations of businesses and of other individuals.

## **COMPUTER APPLICATIONS**

### **Rationale:**

The purpose of computer applications is to develop a basic understanding of word processing, presentation graphics, spreadsheets, and database management.

### **Course Content:**

The students will develop basic computer skills for business, college, and home use. Database management, presentation graphics, spreadsheets, and word processing skills are emphasized. The student will apply skills by creating, editing, storing, and printing databases, presentation graphics, spreadsheets, and word processing documents.

## **ADVANCED COMPUTER APPLICATIONS**

### **Rationale:**

**The purpose of advanced computer applications is to develop a comprehensive understanding of the concepts and applications for the computer.**

### **Course Content:**

**The student will apply the basic skills learned in computer applications and will develop a comprehensive understanding of creating, editing, storing, and printing databases, presentation graphics, spreadsheets, and word processing documents.**

## **ACCOUNTING I**

### **Rationale:**

**The purpose of Accounting I is to develop basic double-entry accounting concepts for small, single ownership businesses and small partnerships.**

### **Course Content:**

**The student will develop basic accounting skills through the daily application of accounting principles. The students will apply skills by completing accounting forms and documents for small business operations both manually and on the computer. Skills will be reinforced through the completion of accounting reinforcement projects and accounting simulations.**

## **OFFICE TECHNOLOGY**

### **Rationale:**

**The purpose of office technology is to develop word processing, filing, machine transcription, and electronic calculator skills for entry-level office jobs.**

### **Course Content:**

**The student will develop general office knowledge and skills necessary to meet the requirements of entry-level office jobs. Word processing, filing, machine transcription, and electronic calculator skills are emphasized.**

## **WORD PROCESSING**

### **Rationale:**

**The purpose of Word Processing is to help students attain knowledge and entry-level skills in this area to prepare them for entering the business profession utilizing microcomputers and the Internet.**

### **Course Content:**

**The student will develop word processing knowledge and skills to meet the requirements of microcomputer entry-level jobs. The students will have the opportunity to use the Internet.**

## **ADVANCED WORD PROCESSING**

### **Rationale:**

**The purpose of Advanced Word Processing is to help the students apply the basic microcomputer skills learned in Word Processing and to attain advanced knowledge, an understanding, Internet, and entry-level skills in this area to prepare them for entering the business profession.**

### **Course Content:**

**The student will apply the basic skills learned in Word Processing and will acquire advanced knowledge, understanding, and skills necessary to meet the requirements of microcomputer entry-level jobs.**

## **APPLIED ECONOMICS**

### **Rationale:**

**This course enables students to actually experience operating a small business in the classroom as part of their study of general economics. Topics are studied from the perspective of business, the consumer, labor, and government.**

**Course Content:**

The course uses a microcomputer in the classroom to publish company financial reports, conduct management games and create economic simulations. The course features student projects, business and advisers in the classroom and audio-visual learning.

## **SUPERVISED BUSINESS EXPERIENCE CLASS**

**Rationale:**

The purpose of the Supervised Business Experience Class is to help students attain knowledge and entry-level skills to prepare them for working in the business office. Students must enroll in Supervised Business Experience Internship to be in this class. This class includes membership in the Supervised Experience Club that helps the student develop in citizen ship, leadership, and finance (fund-raising activities).

**Course Content:**

The student will develop microcomputer skills in word processing, spreadsheet, database, graphics, slide presentations, Internet, and filing; telephone, communications, other general office skills; personality, human relations, and leadership skills necessary to meet the requirements of entry-level jobs provided by the business industry in a cooperative undertaking with the school.

## **SUPERVISED BUSINESS EXPERIENCE INTERNSHIP**

**Rationale:**

The purpose of Supervised Business Experience Internship is to develop a cooperative undertaking in which the school and local business industry work together in giving students training in their occupational choices.

**Course Content:**

The student will develop competencies necessary for successful employment and promotion opportunities by working in an approved business office. The student must be concurrently enrolled in the Supervised Business Experience Class. This is a cooperative vocational education program and must follow the guidelines established for these programs.

**This is elective credit and the student may earn from one to two units of Employment credit. If the student averages 10 hours per week (180 hours each semester) in the approved training station, the student will earn ½ unit per semester or 1 unit for the year. A record of hours worked is validated by recording each paycheck stub information on a Payroll Register form. If the student averages 20 or more hours per week (36 hours each semester) at the approved training station, the student will earn 1 unit for each semester or a total of 2 units for the school year. Hours worked for one semester may not carry over into another semester. The student can only count hours worked from one place of employment at a time.**