

Portales Municipal Schools
7th and 8th Grade Keyboarding
 Career Exploration Curriculum Revised April 2018

Standard CCSS.ELA - Literacy. W.6.6 (Assessment Blueprint)	Use technology, including the Internet to produce and publish writing, as well as to interact and collaborate with others; demonstrate sufficient command of keyboarding skills.
D • Strand 4: Information technology applications: Content Standard 1	(c) benchmark 3 (i) access and navigate Internet (e.g., use a web browser. (c) benchmark 3 (ii) search for information and resources. (c) benchmark 3 (iii) evaluate Internet resources for reliability and validity.
Unit Essential Questions:	What are the keys of the keyboard? What is the correct posture and technique at the keyboard? What is the purpose of a backspace key, tab key, shift key, enter key, space bar, ctrl key, alt key, caps lock key, arrow key, insert key, and delete key?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Identify keys of the keyboard. • Demonstrate correct hand placement while keyboarding. • Develop speed with accuracy by touch. • Display good techniques (sit up straight, feet flat on the floor, fingers curved, and wrists slightly raised off the keyboard frame--emphasize ergonomics). • Integrate keyboarding skills across the curriculum. • Use proper keyboarding vocabulary: i.e. document, folder, file, save, filename. 	<ul style="list-style-type: none"> • Typing tutor online assessments • UEN Keyboarding Technique Evaluation • Teacher made assessments • Edmodo Quizzes and Polling • Worksheets 	<ul style="list-style-type: none"> • Typing.com • Typingclub.com • Utah Education Network https://www.uen.org/lessonplan/view/5679 • ABCYA Keyboarding Challenge http://www.abcya.com/keyboard.htm • Utah Education Network https://www.uen.org/lessonplan/view/5679 • Storyboard That https://www.storyboardthat.com/ • Alabama Learning Exchange https://alex.state.al.us/lesson_view.php?id=7505

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D • Strand 4: Information technology applications: Content Standard 1	(b) benchmark 2 (i) use information technology tools to manage and perform work responsibilities. (d) benchmark 4 (i) prepare simple documents and other business communications. (d) benchmark 4 (ii) prepare reports and other business communications by integrating graphics and other non-text elements. (d) benchmark 4 (iii) prepare complex multimedia publications.
Unit Essential Questions:	What are the short-cut keys in Microsoft Office? How do I use short-cut keys when creating and editing texts? How do I create, name, and sort files and folders?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Identify and locate short-cut keys and hot keys in Microsoft Office. • Copy, paste, and edit documents using short-cut keys and hot keys in Microsoft Office. • Create tables, charts and figures using short-cut keys and hot keys. • Craft a document and slide show using short-cut keys and hot keys. • Create new folders/files on desktop. • Use appropriate naming conventions. • Sort files by name, date, or type. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Culminating activities and projects • Edmodo quizzes and polling • Worksheets 	<ul style="list-style-type: none"> • Short Cut Key Activity http://school.wcskids.net/holden/file/manual/Media/MS_Word_Activity/MS_Word_Activity_2.pdf • Mr. George's Academic http://georgeacademics.com/LessonPlans/CompApps/lessonCompApps.htm • UEN Quick Keys & Short cuts in PowerPoint file:///C:/Users/Home/Downloads/Quick_Keys_and_Short_Cuts_for_PPT.pdf • Learn Typing Keyboard Short cuts http://www.learntyping.org/keyboardshortcuts4.htm

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Unit Essential Questions:	What is GWAM (Gross Words A Minute)? How do I calculate GWAM?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Define GWAM. • Calculate GWAM. • Develop a brochure, outlining how to calculate GWAM. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • Calculating GWAM https://prezi.com/klzsmgbzlnb9/calculating-gwam/ • Quizzizz.com https://quizizz.com/admin/quiz/56b0a45d90c3df35651f3f6a

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Unit Essential Questions:	How do I format paragraphs and documents in Microsoft Office? What is SS (single spacing), DS (double spacing), TS (triple spacing)? What is the purpose of the tab key?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Align text. • Adjust line and paragraph spacing. • Set and modify tab stops. • Set margins of a document. • Create and modify bulleted and numbered lists. • Develop a flyer using Microsoft Word. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • Lesson 5 Formatting Paragraphs and Documents. file:///C:/Users/Home/Downloads/Word%20Basic%20Lesson%205%20(1).pdf • Microsoft Word Step-by-Step Guide http://mnl.mclinc.org/wp-content/uploads/2012/11/Word_2010_SBS_Guide_DONE.pdf • Creating a Brochure, Flyer and Newsletter Using Microsoft Publisher 2007 http://www.monroe.k12.ky.us/userfiles/1029/file/Publisher%202007%20Tutorial_doc.pdf

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D • Strand 4: Information technology applications: Content Standard 2	(a) benchmark 1 (i) manage computer operations.
D • Strand 4: Information technology applications: Content Standard 1	(b) benchmark 2 (i) use information technology tools to manage and perform work responsibilities. (d) benchmark 4 (i) prepare simple documents and other business communications. (d) benchmark 4 (ii) prepare reports and other business communications by integrating graphics and other non-text elements.
Unit Essential Questions:	What is an operating system? What is hardware? What is software? What is a GUI (graphical user interface)?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Explain what an operating system manages. • Develop a pictograph of an operating system using PowerPoint. • List the different kinds of operating systems: Microsoft Windows, MAC OSX, and Linux. • Describe operating systems for mobile devices. • Differentiate between hardware and software. • Create examples of a GUI. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • GFC Learn Free.org https://www.gcflearnfree.org/computerbasics/understanding-operating-systems/1/ • Computer Operating Systems: Managing Hardware and Software https://study.com/academy/lesson/computer-operating-systems-managing-hardware-and-software-resources.html • Computer Basics Lesson Plan https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/LibrariesLiteracy/1-1%20Computer%20Basics%20Lesson%20Plan.pdf

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E • Strand 5 Systems: Content Standard 1	(a) benchmark 1 (i) list the types and functions of businesses (ii) describe the types and functions of businesses.
E • Strand 5 Systems: Content Standard 2	(c) benchmark 3 (i) identify mission, organizational goals and objectives of a business. (c) benchmark 3 (ii) understand the components of a business plan.
I • Strand 9 Employability and Career Development: Content Standard 2	(h) benchmark 8 (i) describe opportunities for entrepreneurship in a given industry.
G • Strand 7 Leadership and team work: Content Standard I	(a) benchmark 1 (i) analyze the various roles of leaders within organizations.
Unit Essential Questions:	What are the types and functions of businesses (sole proprietorship, partnership, & corporation)? What are the 4 P's of Marketing? What is an Entrepreneur?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • List the types and functions of businesses.. • Describe the 4 Ps' of Marketing (product, price, placement, and promotion). • Define entrepreneurship. • Develop a business plan. • Design a make-believe business. • Compare and contrast famous entrepreneurs. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • Biz Kids hosts the 4 P's of Marketing http://bizkids.com/clip/direct-ed-the-4-ps-of-marketing • Economics and Personal Finance Resources k-12: I Can Be an Entrepreneur https://www.econedlink.org/teacher-lesson/476/I-Can-Be-Entrepreneur • FACS Design Your Own Restaurant Project http://www.familyconsumersciences.com/2012/11/designing-your-own-restaurant-project/

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Unit Essential Questions:	What are the programs in Microsoft Office? What is a ribbon? What is a tab? What is a tab command icon? How do I make a document? How do I make a slide show? How do I make a spreadsheet? How do I make a flyer, brochure, or web page?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Identify the various benefits of using Microsoft Office Programs: Word, Excel, PowerPoint, and Publisher. • Identify the command groups on the ribbon bar and their icon representations. • Create a word document using Word. • Develop a slide show using PowerPoint. • Make a spreadsheet using Excel. • Design a flyer, brochure, or web page using Publisher. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • GCF Learn free.org https://www.gcflearnfree.org/subjects/office/ • eLearning for Kids http://www.e-learningforkids.org/computer-skills/lesson/microsoft-word/ • Kathryn Perry: Baker Middle School Computer Classes http://parrydawg.weebly.com/computer-classes.html

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I • Strand 9 Employability and career development: Content Standard 1	(c) benchmark 3 (i) use multiple resources to locate job opportunities. (c) benchmark 3 (ii) prepare a resume. (c) benchmark 3 (iii) prepare a letter of application (letter of interest; cover letter). (c) benchmark 3 (vi) list the standards and qualifications that must be met in order to enter a given industry.
I • Strand 9 Employability and career development: Content Standard 2	(d) benchmark 4 (i) locate and identify career opportunities that appeal to personal career goals. (d) benchmark 4 (ii) match personal interest and aptitudes to selected careers.
Unit Essential Questions:	What documents are required to seek and apply for employment? What are the qualifications I need to meet my job objectives? What resources can I use to locate job opportunities?

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Investigate different career pathways. • Determine which career pathway(s) matches personal interests. • Type and compose a letter of application. • Type and compose a resume. • Analyze job opportunities using job search engines. • Participate in a Job Shadowing Experience. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • Virginia Career View http://www.vaview.vt.edu/68/check-it/who-r-u/ • Occupational Outlook Handbook https://www.bls.gov/ooh/ • Read Write Think Letter Generator http://www.readwritethink.org/files/resources/interactives/letter_generator/ • Read Write Think Resume Generator http://www.readwritethink.org/files/resources/interactives/resume_generator/

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G • Strand 7 Leadership and team work: Content Standard 1	(b) benchmark 2 (vi) distribute responsibility and work load fairly. (c) benchmark 3 (ix) assist team members in completing their work. (c) benchmark 3 (x) adapt effectively to changes in projects and work activities. (d) benchmark 4 (iii) manage personal skills to accomplish assignments.
B • Strand 2 Communications: Content Standard 1	(f) benchmark 6 (i) prepare an oral presentation; (iv) deliver an oral presentation. (f) benchmark 6 (vi) implement multi-media strategies for presentations.
Unit Essential Questions:	FCCLA STAR Events • Life Event Planning: How do I plan a life event? • Innovative Interiors: How do I design a home to meet a family's needs? • Environmental Ambassador: How can I make the environment safer a community? • Dress for Success: What is the professional attire for employment? • Advocacy: How can I speak for those who cannot speak for themselves? (Students will complete one to two of the projects above depending on time.)

Student Activity / Instructional Strategies	Assessment	Resources
<ul style="list-style-type: none"> • Plan a life event • Design a home to meet a family's needs. • Apply green concepts to improve the environment of a community. • Prepare a portfolio of professional attire that will meet the clothing needs for employment. • Develop a project to speak for those who cannot speak for themselves. 	<ul style="list-style-type: none"> • Teacher made assessments. • Teacher observation • Edmodo quizzes and polling • Culminating activities and projects • Worksheets 	<ul style="list-style-type: none"> • New Mexico CTLP http://nmctso.com/fccla/competitiveevents/ • Kathryn Perry: Baker Middle School Computer Classes http://parrydawg.weebly.com/computer-classes.html • Room Sketcher https://www.roomsketcher.com/