

\* **Keyboarding** *TSDE*

*official course name:*

**Touch System Data Entry**

\* **BIM 1**

*official course name:*

**Business Information Management I**

\* **Principles of IT** *Information Technology*

\* **Business Computing**

**\* High School Credit: 1 Semester**

**\* Type Accurately *without looking***

**\* Learn features:**

**Windows, Word, and PowerPoint**

**\* Create documents used in corporations and small businesses**

**\* *Good class for either:***

**\* Not comfortable with computers**

**\* Great with computers**

**\* Keyboarding**

# Menu Project

In **Keyboarding**,  
for one project you:

- Create a menu for your own restaurant
- With a faded image in the background
- **Without typing any dots!** *There's a setting for that.*
- And many other features in Windows, Word, and PowerPoint

## Bedazzled Burritos

18976 Sparkle Lane  
1-800-SPARKLE

<http://www.omgbedazzledburritos.org>



### Burritos

Bedazzled Bean Burrito .....	\$12
Crystal Clear Grilled Chicken Burrito .....	\$11.50
Ruby Red Salsa Burrito .....	\$10.73
Topaz Triple Cheese Burrito .....	\$12.50
Blue Diamond Beef Burrito .....	\$9.50
Star Lemon Quarts Super Burrito.....	\$10.56
Red Star Ruby Steak Burrito .....	\$7.43

### Sides

Swarovski Spicy Salsa .....	\$4.38
Golden Guacamole .....	\$3.99
Bedazzled Bean and Cheese Dip .....	\$2.13
Crystal Clear Chili con Queso .....	\$4.10
Beryl Gem basket of Chips .....	\$2.56

### Drinks

Soda .....	sm \$1.00 lg. 2.00
Sprite, Coke, Dr. Pepper, Pepsi .....	
Sweetened or Unsweetened Tea .....	\$2.50
Lemonade .....	\$1.25
Water .....	\$3.50

### Desserts

Fire Opal Flan .....	\$5.96
Carnelian Churro .....	\$3.66
Iolite Vanilla Ice Cream .....	\$4.69

Sierra Davis

- \* High School Credit: 1 Year**
- \* Microsoft Office Certifications for your resume**
- \* Learn advanced features in:**
  - \* Word**
  - \* PowerPoint**
  - \* Excel**
  - \* Access**
- \* Prepare for a job as an executive**

**\* BIM 1**

**\* High School Credit: 1 Semester**

**\* Learn about IT careers to help you pick one of the STEM endorsements for high school**

**\* Topics:**

**\* PC Hardware and Software**

**\* Networks**

**\* Safety, Ethics, and Copyright**

**\* Microsoft Office**

**\* Design**

**\* Web Design and HTML**

**\* History of Computers**

**\* Principles of IT**