

# If you miss anything:

\* My handout and presentation slides are available on my website

\* Visit **mrheyer.com** *no dot* after the “mr”

\* Or search Google for: **mr heyer**

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\* **Keyboarding** *TSDE*

*official course name:*

**Touch System Data Entry**

*no prerequisite* ★ 7<sup>th</sup> Grade or 8<sup>th</sup> Grade

\* **BIM 1**

*official course name:*

**Business Information Management I**

*prerequisite: Keyboarding* ★ 8<sup>th</sup> Grade Only

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

*no prerequisite* ★ 8<sup>th</sup> Grade Only

\* **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**

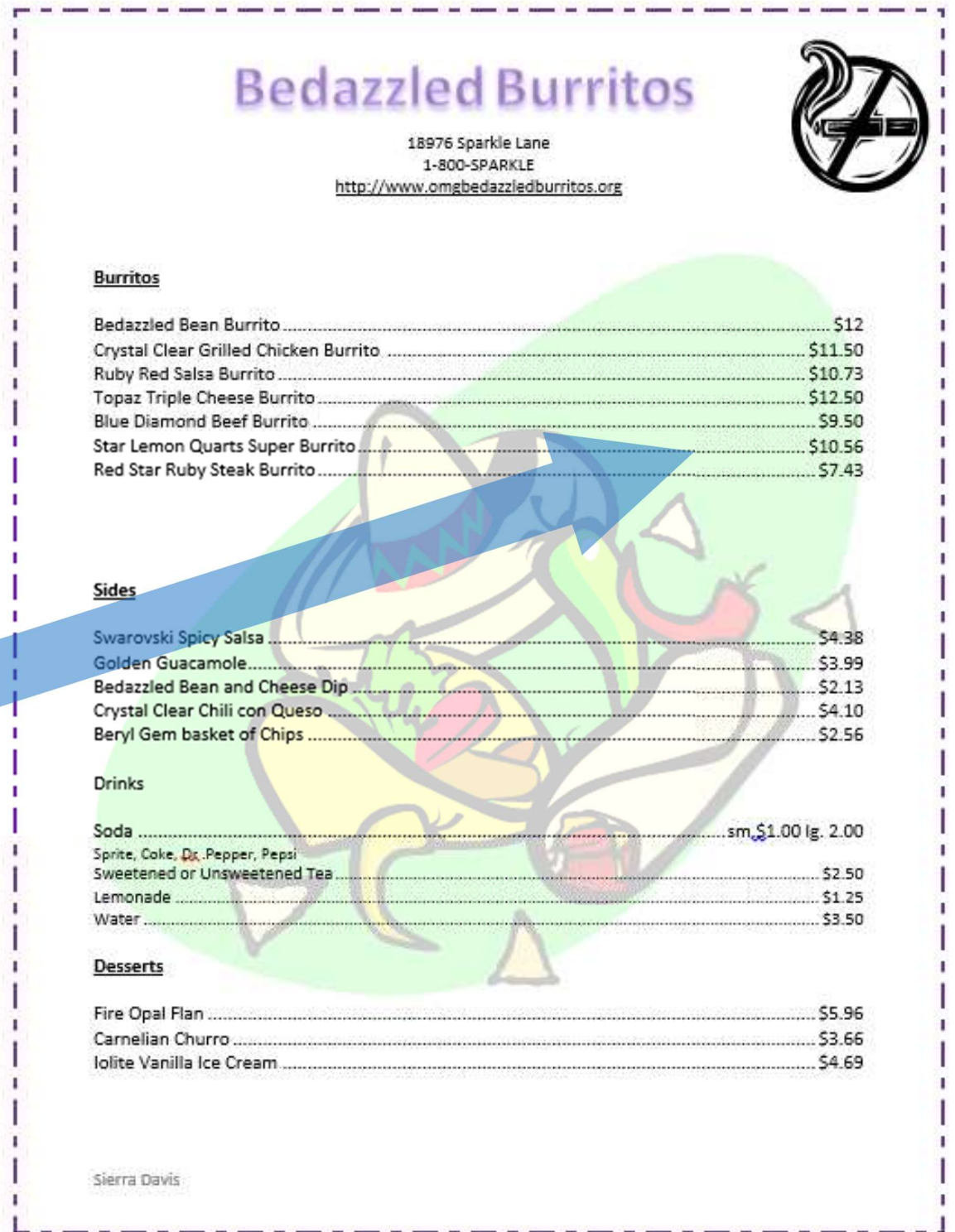
\* **Great with computers**

\* **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, Dk. 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**

**\* High School Credit: 1 Year**

**\* 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**

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