

# Business Computing Courses

7<sup>th</sup> Grade or 8<sup>th</sup> Grade

## Keyboarding

is officially called:

Touch System Data Entry (TSDE)



### Your Child Should Take Keyboarding because...

#### Your child will:

- Learn to use more features on the computer
- Raise their typing speed, so they can spend less time typing
- Make fewer typos
- Learn to type without looking
- Get higher grades in all classes
- Find it easier to use a computer
- Be ready for higher-paying jobs

#### From the course catalog:

*Touch System Data Entry is strongly recommended before taking any of the required high school technology applications courses. This course develops keyboarding skills (using the touch method) and formatting skills (arrangement, placement, and spacing of common business documents) that all students need for personal applications as well as for success in the workplace.*

#### Projects

- A poster (half page, printed in color) showing off your child's interests, completed in Word's image features
- A restaurant menu to learn Word's tab stop features
- Create your own business: letterhead, business cards, billboard, and brochure
- More...

### Your Child Will Enjoy Keyboarding

**When asked, Keyboarding students said they loved this class because:**

- ➡ "I get to sit next to my friends, so we can help each other and talk while we work."
- ➡ "The projects were fun and Mr. Heyer's instructions made complicated computer assignments easy."
- ➡ "We get to listen to music while we work."
- ➡ "I got Bear Bucks every day."
- ➡ "I liked spending my Bear Bucks on the 'Bring Your Own Snack' option from Mr. Heyer's Bear Bucks Menu."
- ➡ "It's high school credit."
- ➡ "I have more free time after school to do what I want because I am faster at computer assignments for all my classes."
- ➡ "I got to play typing games."

#### But these are the real benefits of taking Touch System Data Entry:

- This class saves your child so much time: Your child will use the computer faster and type faster (Even fast typists improve their highest speed.)
- Your child will learn features in Word, PowerPoint, Windows, and on the Web to get things done faster and more professionally.
- All professional jobs require these skills: If you want your child to earn a lot, they need typing and computer skills
- This class is both for those who aren't great at computers, **and** those who are: Each student learns what they need, no matter where they start
- **High School Credit: 1 Semester**

# Business Computing Courses

**8<sup>th</sup> Grade Only**

## BIM 1

is officially called:

**Business Information Management I**

**Your Child Should  
Take BIM 1 because...**

**Your child:**

- Enjoyed Keyboarding with Mr. Heyer
- Can get certified by Microsoft in Word, PowerPoint, Excel, and Access
- Gets to create fun professional projects
- Will become a pro at using a computer
- Will be ready for higher-paying jobs
- Wants a fun and challenging class
- **High School Credit: 1 Full Year**

**Note:** TSDE is a prerequisite, but Mr. Heyer accepts students into BIM who are concurrently enrolled in TSDE for the fall semester of eighth grade.

**From the course catalog:**

*Business Information Management I prepares students to apply personal, interpersonal, and technology skills in other content areas, the workplace, and postsecondary education. The applications utilized in this course include word processing, spreadsheets, multimedia presentations, databases, Internet research, and a look at emerging technologies. While an emphasis will be placed on simulations related to business, finance, and marketing, this introductory technology course is appropriate for students whose career interests fall within any of the career clusters.*

**8<sup>th</sup> Grade Only**

## Principles of IT

is officially called:

**Principles of Information Technology**

**Your Child Should  
Take PIT because...**

**Your child will learn about:**

- Jobs in IT (computer careers)
- Design
- Ethics and safety
- Copyright
- History of computing
- Building PCs
- Networks
- Microsoft Office Suite
- Web Design

**From the course catalog:**

*Principles of Information Technology prepares students to adapt to emerging technologies used in the global marketplace. Students will enhance their reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment. The student will research careers in the technology field, computer hardware, appropriate software, and network systems. The applications used include word processing, spreadsheets, database, presentation, and design and web publishing.*

**High School Credit: 1 Full Year**

**When Time Permits:** We also cover software such as Adobe Photoshop and Flash Pro, computer programming (coding), file management, project management, and more.