

CMS
8th Grade Career Investigation
1st / 4th Six Weeks Syllabus

Week 1

Classroom procedures, proper treatment of equipment, seating chart, letter to parents and classroom rules, keyboarding pre-test

Week 2

Labor Day Holiday, home row keys, Roller Typing software, learn keys g, h, f, j, r, u, home row quiz

Week 3

Learn keys d, k, e, i, t, y (keyboarding software records progress/grades)

Week 4

Take notes on computer parts, worksheet & crossword over same
Learn keys b, n, s, l, w, o, a, and apostrophe

Week 5

Learn keys c, period, p, q, v, m, x, and comma

Week 6

Review for benchmark test, take test, go over benchmark test and keyboard corrections, timed writings for speed and accuracy

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2nd Six Weeks Syllabus

Week 1

Internet Use Agreement signed by parent, 10 Commandments of Internet, Activity Schedule I on Thurs., 10 Commandment. Quiz on Friday, Net Hunt Pre-test at learnthenet.com on Friday

Week 2

Go over 10 Command. Quiz, Web Whiz Kid Pre-test, E-mail Pre-test, Activity Schedule II on Thurs., Test Your Net IQ Quiz I at learnthenet.com, Early Release Fri.

Week 3

Test Your Net IQ Quiz II; Begin Windows & Internet Unit (Booklet Pgs. 3-9) mouse terms, correcting keying errors, resizing windows, toolbar commands, creating, editing, and printing documents, Word's Main Screen Labels worksheet and crossword, Word's Main Screen worksheet

Week 4

Review all things learned about MS Word, Create a Favorite, Copy & Paste project, Activity Schedule II on Thurs., Favorites Quiz on Fri.

Week 5

Coin Basic Skills & Career Interest survey Booklet in preparation for registering for 9th grade, videos from unitedstreaming.com of potential careers and availability of each

Week 6

review for 2nd six week benchmark, take benchmark on Wed.

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3rd Six Weeks Syllabus

Week 1

Continue with and complete copy&paste 5 pg. project;
Thanksgiving Holidays

Week 2

Review copy&paste; Workbook Pgs. 390-404; Researching
Internet terms and applying same; Crossword Puzzle due; Begin
Internet URL's (Internet addresses and components of same)

Week 3

Website titled www.welcometotheweb.uk.org and students are
engaged in online activities about the Internet. Worksheets
regarding same are due.

Week 4

Same website as week before and students are engaged in online
activities about guestbooks, browsers, and safe searching on the
Internet. Worksheets regarding same are due.

Week 5

Same website as two previous weeks and students are engaged in
online activities regarding researching on the Internet; Worksheet
regarding same is due

Week 6

Review for quiz over welcometotheweb; take quiz on Wed.;
Introduction to PowerPoint software and its capabilities

Week 7

Review for 3rd six weeks benchmark and take test; Work on
PowerPoint presentations

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4th Six Weeks Syllabus

Week 1

Jan. 20-23 Classroom procedures, proper treatment of equipment, seating chart, letter to parents and classroom rules, keyboarding pre-test, Intro. to software (Early release Mon. for MLK)

Week 2

Jan. 26- 30 Home Row Keys, Roller Typing software, learn keys g, h, f, j, r, u, home row quiz

Week 3

Feb. 2-86 Learn keys d, k, e, i, t, y (keyboarding software records progress/grades)

Week 4

Feb.9-13 Take notes on computer parts, worksheet & crossword over same
Learn keys b, n, s, l, w, o, a, and apostrophe

Week 5

Feb. 16-20 Learn keys c, period, p, q, v, m, x, and comma

Week 6

Feb. 23-27 Review for benchmark test, take test, go over benchmark test and keyboard corrections, timed writings for speed and accuracy

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4th Six Weeks Syllabus

Week 1

Jan. 20-23 Classroom procedures, proper treatment of equipment, seating chart, letter to parents and classroom rules, keyboarding pre-test, Intro. to software (Early release Mon. for MLK)

Week 2

Jan. 26- 30 Home Row Keys, Roller Typing software, learn keys g, h, f, j, r, u, home row quiz

Week 3

Feb. 2-86 Learn keys d, k, e, i, t, y (keyboarding software records progress/grades)

Week 4

Feb.9-13 Take notes on computer parts, worksheet & crossword over same
Learn keys b, n, s, l, w, o, a, and apostrophe

Week 5

Feb. 16-20 Learn keys c, period, p, q, v, m, x, and comma

Week 6

Feb. 23-27 Review for benchmark test, take test, go over benchmark test and keyboard corrections, timed writings for speed and accuracy