School District of Marshfield Course Syllabus

Course Name: Biz Kids
Length of Course: Quarter
Credit: 1/4 Credit

Program Goal:

Empower learners to be college and career ready through standards-based experiences in the classroom and career-based learning experiences with business and industry partners. Design and implement educational experiences for creating a skilled, knowledgeable, and productive workforce. Learners will engage in competencies that enable them to stay up-to-date with evolving skills as they pursue careers directly out of high school, as technical school degree earners, or as university graduates. Our goal is to develop critical thinkers and collaborative problem solvers, providing connections to the issues and challenges facing our local, regional, and global economies.

Course Description:

This course will review the alphabetic keyboard and correct keyboarding skills, which will be reinforced throughout the course. Students will learn various Business and Marketing concepts while learning basic computer skills in Microsoft Word.

Wisconsin Standards for Information & Technology Literacy (ITL)

Empowered Learner

EL1: Students leverage digital tools and strategies to take an active role in choosing and achieving their learning goals.

Set goals and reflect. EL1.a	1.a.6.m: Utilize digital tools to reflect on and revise the learning process and make necessary revisions as needed to achieve goals.
Understand and apply functions and operations. EL1.c	1.c.3.m: Manage digital tools to customize learning by making adjustments to their personalized learning environments to maximize the learning process.

Digital Citizen

DC1: Students recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world.

Cultivate and manage digital identity and reputation. DC1.a	1.a.7.m: Demonstrate safe digital actions and understand information shared digitally is public and can be searched, copied, and potentially seen by public audiences.
Manage personal data to maintain digital privacy and security. DC1.b	1.b.7.m: Develop strategies to manage secure passwords.

DC2: Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.

Use information, media and digital resources in a responsible manner. DC2.a	2.a.3.m: Demonstrate responsible use of Internet, social media, and other materials, and understand consequences of violating school policy and state/federal law.

Wisconsin Standards for Business and Information Technology (BIT)

IT Foundations

IT1: Students will use an appropriate digital tool to meet personal and business needs.

Develop and refine proper use of input technologies. IT1.a	1.a.4.m: Demonstrate the touch method of keyboarding on an alphanumeric keyboard at acceptable speed and accuracy levels. (Recommended minimum: 5 wpm x grade level). 1.a.6.m: Demonstrate various methods of inputting non-text data, such as pictures, videos and music.
Select and use appropriate features of a word processor to organize and effectively communicate information. IT1.b	1.b.10.h: Enhance usability of documents using advanced tools such as bookmarks, section breaks, headers and footers.
Select and use appropriate features of presentation tools to communicate effectively. IT1.d	1.b.7.m: Customize documents using formatting such as alignment, spacing, themes, borders and ordered and unordered lists.

Key Vocabulary:			
Accuracy	Application Program	Backspace vs. Delete	Backup Media
CAPS LOCK	Cursor (Insertion Point)	Double Space	File Management
Font	Formatting	Header and Footer	Homerow
Line Spacing	Paragraph Spacing	Quadruple Space	Shortcut Keys
Single Space	Snipping Tool	Tab Key	Technique
Touch-Typing	Word Wrap		

Topics/Content Outline- Units and Themes:

Topics:

- Network Drive and backup media
- Proper keyboarding technique
- District Keyboarding Program (currently EduTyping Secondary version) to teach/review alphabetic keys
- Microsoft Word (latest version) to learn basic format/style commands
- *New: Possibly incorporate Everfi (Future Smart) program
- *New: Possibly incorporate IC3 Spark or GS5 program

Primary Resource(s):	
Edutyping	Office 2016 (Office 2019)