

Parents/Students of Current 8th Graders

The 2013-2014 school year brought some exciting changes to the Technology classes at the middle school level. As technology changes around us, the district is moving to meet these changes. One change that will take place is moving Keyboarding from the high school level to the middle school level. This curriculum will be incorporated in the Computer Essentials class at grades 6, 7, and 8.

In the past, the high schools have offered a Keyboarding Proficiency exam to all 8th graders to look at their placement for high school electives in the computer area. Students who passed the Proficiency Exam were allowed to skip Keyboarding and move to higher level computer classes, if desired. We will continue this practice, except this exam will now be given at the end of the Computer Essentials course in 8th grade.

Attached to this letter you will find a practice packet for the Proficiency Exam. This exam will be given at the end of the Computer Essentials course by the 8th grade Computer Essentials teacher. Your student will receive in the mail a letter with the results of the exam. At this time the exam is not for a grade, but for placement into high school computer electives. Again, if a student passes the exam they may skip Keyboarding and take a higher level Computer course if they wish. If they do not pass the Proficiency Exam, they will need to take Keyboarding at the high school level if they want to take any higher level computer courses.

Students who are not currently enrolled in the Technology sequence of classes will be given an opportunity to take the Proficiency Exam in the Spring. This exam will be offered by all the middle schools. At this time, students will also be allowed to retake the exam if they did not initially pass the exam or were absent the day the exam was given in class.

If you have any questions, please feel free to contact me or any of the 8th grade Computer Essentials teacher.

Thank you!

Michelle Buhrow
CTE Divisional, Dundee-Crown High School

PRACTICE PACKET FOR KEYBOARDING PROFICIENCY EXAM

Note: The keys for all documents are located at the end of this document.

KEYBOARDING PROFICIENCY TEST

- Task 1 Complete a 3-minute timing. Students must type 35+ words a minute with 3 or less errors. They will have approximately 30 minutes to complete this task. The timing will be attempted at www.typingtest.com (or another site as chosen by the instructor).
- Task 2 The students will pass a typing technique check with 70% accuracy (this will be assessed as students complete Task 1 or Task 3).
- Task 3 Students will be randomly asked to complete documents with 70% accuracy, those documents **may** include a Memo, a Business Letter, a Table, and an MLA report.

TASK 1 - KEYBOARDING TIMED WRITING INSTRUCTIONS

The minimum for passing the timed writing is a 3-minute timing at 35 words a minute with no more than 3 errors.

Please practice this at www.typingtest.com.

TASK 2 - KEYBOARDING TECHNIQUE CHECK SHEET

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Technique Check Sheet for Keyboarding Placement			
<i>Acceptable = 2, Needs Improvement = 1, Unacceptable = 0</i>			
	2	1	0
Keying Response Patterns			
• Keeps eyes on copy—concentrates on copy to be keyed.			
• Uses correct finger reaches for each key.			
• Fingers return to home row after each key stroke			
• Space Bar--Uses thumb to space.			
• Enter Key--Strikes enter key quickly with right little finger.			
Total points earned (a minimum of 7 points is passing)			

TASK 3 - STANDARD MEMORANDUM

Directions: Insert a header with your “LastName-Proficiency Exam.” Key a copy of the standard memorandum below in proper format. Insert memorandum parts with correct information where appropriate. Vertical lines mark the ends of lines. The ¶ is used to indicate ends of paragraphs.

To All Class And Club Presidents | From Joseph Costa, Editor-In-Chief | Date Today’s Date | The subject is Meeting To Discuss Midwinter Issue Of Periscope | The proposed theme for “Current Focus” in the midwinter issue of Periscope is HARMONY THROUGH INTERACTION. A copy is enclosed for your review. ¶ The goal is to highlight recent activities that you believe helped to foster harmony among diverse groups in our school by getting them to interact and to work together. We would also like to report your suggestions for future activities with this focus. ¶ You are encouraged to attend a Periscope staff meeting at two o’clock on Wednesday, December 15, in Room AC 8 of the Activities Center to help in this effort. Please come and bring your ideas and suggestions with you. In addition to a brief Guest Editorial, we want to include three or four articles on this topic by some of you.

STANDARD MEMORANDUM RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Items	Yes	No
• Margins are set correctly		
• Header inserted correctly		
• TO: contains correct information/format		
• FROM: contains correct information/format		
• DATE: contains correct information/format		
• SUBJECT: contains correct information/format		
• Heading double spaced		
• Body single spaced with DS between paragraphs		
• Paragraphs keyed without errors (1 point per error)		
• Reference initials included and correctly formatted		
TOTAL POINTS EARNED (minimum of 7 pts required)	/10	

BLOCK BUSINESS LETTER

Directions: Insert a header with your “LastName-Proficiency Exam.” Key a copy of the business letter below in block style with an appropriate punctuation style. Use proper formatting for the letter. Insert letter parts with correct information where appropriate. Vertical marks indicate the ends of lines. The ¶ is used to indicate ends of paragraphs. The letter is from Mrs. Luane Chang, President.

Today’s Date | Mr. Julio M. Basanez, Manager | La Paloma Restaurant | 224 Saint Louis St. |
Baton Rouge, LA 77802-3615 | Your piquant black bean soup drew me back to the La Paloma
yesterday. We were taken promptly to our table, but we waited over ten minutes before
menus were presented. ¶ Several times I provided clues to the server that I was hosting the
luncheon. Without noting these clues or asking who should receive the check, the server gave
it to the man across from me. Had the check been placed upside down in the middle of the
table, my client wouldn’t have been “put on the spot.” ¶ Several times a week someone from
my company entertains clients at La Paloma Restaurant. Will you talk with your staff about
greeting diners promptly and about handling checks properly. But please, Julio, don’t disturb
the chef!
| Cordially |

BLOCK BUSINESS LETTER RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Items	Yes	No
• Margins are set correctly		
• Header inserted correctly		
• Date placed correctly		
• Letter address format/placement correct		
• Salutation format/placement correct		
• Body single spaced with DS between paragraphs		
• Paragraphs keyed without errors (1 point per error)		
• Complimentary closing format/placement correct		
• Signature format/placement correct		
• Reference initials included and correctly formatted		
TOTAL POINTS EARNED (minimum of 7 pts required)	/10	

MLA DIRECTIONS

Directions: Format the copy below as a MLA report with a Works Cited page. The title of the MLA is Career Planning.

Career planning is an important, ongoing process. It is important because the career you choose will affect your quality of life. One important step in career planning is to define your career goals. Whatever your present plans for employment or further education, you should consider your long-term career goals. You might wonder why someone who is considering a first job should be thinking beyond that job. Thinking ahead may help you choose a first job that is closely related to long-term interests. With a career goal in mind, you can evaluate beginning job offers in relation to that goal. Another useful step in career planning is to develop a personal profile of your skills, interests, and values (Oliverio 528). ¶It appears that one of the biggest changes taking place in the workplace is the manner in which people perceive their careers. For instance, many seem to be more interested in working on a precise project rather than in a distinct company. Achieving more skills, these same people are moving on to the next project rather than clawing their way up the corporate ladder. More and more corporations are looking at new ways to begin rewarding employees for how well they do their jobs and for their skills and their abilities to perform as members of a broader team. ¶An analysis of your skills is likely to reveal that you have many different kinds: (1) functional skills that determine how well you manage time, communicate, and motivate people; (2) adaptive skills that determine your efficiency, flexibility, reliability, and enthusiasm; and (3) technical skills such as keyboarding, computer, and language skills that are required for many jobs (Oliverio 544). ¶Values are “principles that guide a person’s life” and you should identify them early so that you can pursue a career that will improve your chances to acquire them. Values include the importance you place on family, security, wealth, prestige, creativity, power, and independence (Fulton 83). ¶Interests are best described as activities you like and enthusiastically pursue. By listing and analyzing your interests, you should be able to identify a desirable work environment. For example, your list is likely to reveal if you like to work with things or people, work alone or with others, lead or follow others, or be indoors or outdoors.

Works Cited

- Fulton-Calkins, Patsy. Procedures & Theory for Administrative Professionals. 5th ed. Cincinnati: South-Western, 2010.
- Oliverio, Mary Ellen. The Office: Procedures and Technology. 4th ed. Cincinnati: South-Western, 2009.

MLA RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Items	Yes	No
• Margins are set correctly		
• Header inserted correctly		
• Heading inserted correctly		
• Title correctly place/formatted		
• Paragraph 1 double spaced with indention & w/o errors		
• Paragraph 2 double spaced with indention & w/o errors		
• Paragraph 3 double spaced with indention & w/o errors		
• Work cited on a separate page		
• Title on work cited page formatted correctly		
• Work cited page double spaced		
• Work cited is properly formatted with the following	-----	-----
• Hanging indent		
• Book		
• Author		
• City		
• Year		
• Publisher		
TOTAL POINTS EARNED (minimum of 12 pts required)	/16	

TABLE DIRECTIONS

1. Use the default margins
2. Insert a header with your “LastName-Proficiency Exam”
3. Insert a table that is 7 rows by 3 columns
4. Merge the top row
5. Type the following in the top row: TOP FIVE JOBS FOR THE FUTURE
6. Set the row height at exactly .5 in
7. Add a color shading to the top row
8. Change all the borders to dashed
9. Center the table vertically and horizontally in the cells
10. Key the following data:

TOP FIVE JOBS FOR THE FUTURE		
Rank	Area	Job
1	Pharmaceuticals	Medical Science Liaisons
2	Internet Marketing	Account Directors
3	Hospitality	General Resort Manager
4	Apparel	Athletic Wear Designer
5	Construction	Estimators

TABLE RUBRIC

Students must successfully demonstrate a minimum of 70% of the skills to demonstrate competency.

Items	Yes	No
• Header inserted correctly		
• Table is 7x3		
• Top row merged		
• Row height is .5 in		
• Color added to the top row		
• Borders are changed to dashed lines		
• Table content centered vertically		
• Table content centered horizontally		
• Content keyed without errors		
• The title and column headings are bolded		
TOTAL POINTS EARNED (minimum of 7 pts required)	/10	

STANDARD MEMORANDUM KEY

TO: All Class and Club Presidents

FROM: Joseph Costa, Editor-In-Chief

DATE: Today's Date

SUBJECT: MEETING TO DISCUSS MIDWINTER ISSUE OF PERISCOPE

The proposed theme for "Current Focus" in the midwinter issue of Periscope is HARMONY THROUGH INTERACTION. A copy is enclosed for your review.

The goal is to highlight recent activities that you believe helped to foster harmony among diverse groups in our school by getting them to interact and to work together. We would also like to report your suggestions for future activities with this focus.

You are encouraged to attend a Periscope staff meeting at two o'clock on Wednesday, December 15, in Room AC 8 of the Activities Center to help in this effort. Please come and bring your ideas and suggestions with you. In addition to a brief Guest Editorial, we want to include three or four articles on this topic by some of you.

xx

Enclosure

BLOCK BUSINESS LETTER KEY

Today's Date

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224 Saint Louis St.
Baton Rouge, LA 77802-3615

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Several times a week someone from my company entertains clients at La Paloma Restaurant. Will you talk with your staff about greeting diners promptly and about handling checks properly. But please, Julio, don't disturb the chef!

Cordially

Mrs. Luane Chang
President

xx

MLA KEY

First and Last Name

Teacher's Name

Class

10 January 2011

Career Planning

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It appears that one of the biggest changes taking place in the workplace is the manner in which people perceive their careers. For instance, many seem to be more interested in working on a precise project rather than in a distinct company. Achieving more skills, these same people are moving on to the next project rather than clawing their way up the corporate ladder. More and more corporations are looking at new ways to begin rewarding employees for how well they do their jobs and for their skills and their abilities to perform as members of a broader team.

An analysis of your skills is likely to reveal that you have many different kinds: (1) functional skills that determine how well you manage time, communicate, and motivate people; (2) adaptive skills that determine your efficiency, flexibility, reliability, and enthusiasm; and (3) technical skills such as keyboarding, computer, and language skills that are required for many jobs (Oliverio 544).

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