



## **KEYBOARDING AND SOFTWARE APPLICATIONS 2018-19**

Email [bevans234@gmail.com](mailto:bevans234@gmail.com) with any questions.

During the first semester, students will learn the proper techniques of keyboarding and document processing utilizing the following Abeka curricula.

During second semester, students will be taught a variety of software applications. They will be given projects and assignments that will help them to learn hands-on how to create presentations, graphs and spreadsheets. The topics utilized for those projects will include a variety of unit studies that are applicable to seventh-grade core subjects.

Unit studies may include, but are not limited to the following: Tennessee History, Study Skills, Public Speaking, Website Design, Spanish, Citizenship, and Digital Responsibility.

ABEKA, [www.abeka.com](http://www.abeka.com), 877-223-5226

<i>Keyboarding and Document Processing</i>	#160407
<i>Keyboarding Quiz and Test Book</i>	#170003
<i>Document Processing Quiz and Test Book</i>	#170038

Please make sure you order the latest edition of these items; quiz and test books should be brought the first day of class.

### Supplies:

Laptop and Microsoft Office software\*\*\*

Pencils

1" 3-ring binder

Additional supplies may be required at the discretion of the instructor.

**\*\*\*FAITH Tutorial will not provide laptops for this course. Each student is required to bring a laptop (PC or Mac) to every class as well as the laptop charger. The laptop should have Microsoft Office (Excel, PowerPoint, Word) software installed prior to coming to the first day of class.**

*All supplies should be brought the first day of class. Pencils should be already sharpened. Depending on your grade, please note that you may be asked to print assignments or various documents on your own throughout the year. Therefore, please be prepared to have access to your own printer, paper and ink cartridges as necessary.*