

Name of School:

Name of Course: **Word Processing**

Instructor Information

Name:

E-mail address:

School phone number:

Web page address:

Best times to be reached:

Course Description

This course is recommended for students who are unfamiliar with the keyboard and/or have very little or no recent keyboarding experience. Students will review proper keyboarding technique and further develop their speed and accuracy. Students will learn to effectively key such items as: personal and business letters with envelopes, e-mail, MLA reports with works cited, centered tables with multiple column and headings, Excel spreadsheets, and PowerPoint presentations.

District Standards and Power Benchmarks

Power Standards

1. Employ keyboarding fundamentals.
2. Produce relevant business and academic documents using Microsoft Office.
3. Examine different career opportunities.

Power Benchmarks

1. Demonstrate proper keyboarding techniques.
2. Manipulate basic software commands.
3. Create an Excel spreadsheet using simple formulas.
4. Format a report using Modern Language Association (MLA) style.
5. Generate a career report using I have a plan Iowa as a source.
6. Format personal/business letters in various styles.
7. Generate tables with horizontal and vertical alignment.
8. Create a PowerPoint that includes Clip Art and animation schemes.
9. Construct envelopes and/or mailing labels.
10. Build levels of speed and accuracy.

Course Information

This is a one term course. Students will earn .5 credits for successful completion of the course. Word Processing is a recommended course for students who need to improve skills before taking Computer Applications I.

Course Outline/Calendar

Learn letter Keyboarding techniques (5 days)
Learn the figure keyboard (3 days)
Learn symbol key operation (2 days)
Learn to format personal-business correspondence (4 days)
Learn to format envelopes and mailing labels (2 days)
Learn to format business correspondence (4 days)
Learn to format Modern Language Association (MLA) reports (5 days)
Learn to format tables (4 days)
I have a plan Iowa guide ways and Career Project (2 days)
Excel spreadsheet with labels and simple formulas (3 days)
PowerPoint presentation using clip-art and simple animations (3 days)
HPJ Communication Specialists (Review Activity 5 days)
Final Exam (1 day)

Text/Other Required Materials/Resources

Textbook-Century 21 Computer Keyboarding Essentials, 8th Edition
Folder (Provided by Instructor)
E-locker password
Pen or pencil

Classroom Management Procedures

Must arrive to class on time
No **FOOD** or **DRINK**
Bring your materials and **PLANNER** to class

Assessment Plan

Progress reports: Mid-terms grades will based on work completed.
Methods of Assessment: Daily assignments, timed writings, quizzes and final exam.

Grading System

A	93 and above	Firm command of knowledge domain High level of skill development
A⁻	90 - 92	Exceptional preparation for later learning
B⁺	87 - 89	Command of knowledge beyond the basic concepts of knowledge Advanced development of most skills
B	83 - 86	Has prerequisites for later learning
B⁻	80 - 82	
C⁺	77 - 79	Command of the basic concepts of knowledge Demonstrates ability to use basic skills
C	73 - 76	Lacks a few prerequisites for later learning
C⁻	70 - 72	
I		The letter "I" indicates the student has not satisfactorily achieved the grade/course-level benchmarks and/or has missing work. "I" status is temporary and not a final grade. The letter "I" may affect athletic eligibility.
D⁺	67 - 69	Lacks knowledge of some fundamental ideas Some important skills not attained
D	63 - 66	Deficient in many of the prerequisites for later learning
D⁻	60 - 62	
F	59 and below	Most of the basic concepts and principles not learned Most essential skills have not been demonstrated Lacks most prerequisites needed for later learning