Wilby High School
Business and Finance Academy

Keyboarding 1A

Syllabus 2016 – 2017

Instructor: Mr. G Capuano
Business and Finance Academy Teacher
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Course Description: With the vast technological advances, primarily with computers, all students should be required to complete successfully a course in Word Processing I. The keyboard is and for some time will continue to serve as the primary device for inputting information into electronic information systems. The ability to properly use the keyboard will enhance the student's skills in using the computer.

Word Processing I is a course designed to provide instruction to students over a wide range of grade levels. Course content focuses on the development of the "touch" method of keyboarding with the addition of formatting skills as applied to basic personal and business documents, such as letters, memos, reports, and tables from straight copy to rough draft.

It is strongly recommended that every student take Word Processing I, as technology is a required component of the exit criteria in the Waterbury Public School District.

Required Text/Equipment/Software: Supplied by Mr. Capuano

- Computer with Windows Operating System and Microsoft Word.
- MicroType4 by Thomson, South-Western Publishing
- Century 21 Computer Applications & Keyboarding by Hoggatt, Shank, and Robinson. Seventh Edition. South-Western Thomson Learning Publishing, 2002.

Grading:

Based on the Board of Education approved city-wide policy as follows: 80% for academic elements and 20% for non-academic elements as defined below:

- Class Work 40 %

- Tests 40%

- Class Participation/Attendance 20%

Learning Objectives:

At the successful completion of the course, students will be able to:

- Key using correct posture and technique
- Key 45 w.p.m.
- Navigate freely in Microsoft Word.
- Create and edit a Word document using all the tools available from Microsoft.
- Use grammar and spell check proficiently.
- Apply character formatting.
- Set and modify tab stops.
- Format paragraphs.
- Preview and print a document.
- Print envelopes and labels.
- Create tables in Microsoft Word.
- Format unbound reports.
- Create and modify document properties.
- Format memorandums.
- Create and format personal business letters

Course Requirements and Evaluation:

One key factor to mastering keyboarding is good technique. Correct technique is the **most important** skill any beginning typist can learn. Speed and accuracy are all built around good technique. Therefore you will be given a technique grade every week. The grade will be based on the following five areas:

I.   Memorize the letters by not looking at your hands while typing.
II.   Feet flat on floor. Hips touching back of chair. Back straight and sitting up tall.
III. Fingers curved. Arms close to body. Wrist straight and not touching keyboard.
IV. Begins typing immediately.   Works entire time.
V.   Strike's keys with proper finger & then returns fingers to home row keys.
VI. Works with the keyboard skin until it is not supplied anymore.

Class Work:

- Class work will be assigned every day.
- Students are expected to complete all of their assignments daily.
- Class work will be checked on a daily basis.

Tests/Projects:

- Tests will be announced at least two days in advance.
- It is your responsibility to arrange a make-up test if you are absent.
- Projects will be assigned with ample time of completion in class.

Class Participation:

- Students must arrive on time. (1 point will be deducted from your marking period grade for every tardy that is not excused)
- Participate in class discussions.
- Respect other and property in the class.
- Keep working at all times. If you are done with your work, you will be expected to work on the Review sections of your lessons.

Classroom Rules:

- No food or drink will be allowed in the classroom.
- Students must sit at their assigned computer.
- If a student is **tardy w/o a pass,** 1 point will be deducted from from their Marking Period Grade
- If a student is **tardy w/o a pass** more than **3 times** a referral will be sent to their Vice Principal.
- Students must be in proper dress code.
- No cell phones or IPods will be allowed in class.

Make-up Work:

It is the **student's responsibility** to find out what work was missed and to make-up class assignments that were graded or collected. If a test or quiz is missed, it must be made up the day the student returns from his/her absences. If an illness keeps a student out of school for a few days, the student will have up to the number of days missed to make-up all missed work, including tests.

Core Values and Beliefs:
*   The students, faculty, staff, and administration of Wilby High School will work cooperatively with families, members of the community, and the Board of Education to create a safe, welcoming, and academic environment which embraces, challenges, and nurtures the diverse talents, interests, and learning styles of all its students. All students will leave Wilby High School with the self-respect, respect for others, knowledge, and 21st century skills necessary to become independent, intellectually curious, and self-fulfilled members of society.*

WILBY BUSINESS & FINANCE ACADEMY
WORD PROCESSING 1
SYLLABUS
2015-2016

Week 1	COMPUTER CONCEPTS PRE-TEST	UNIT 1
Week 2	LETTER KEYS	UNIT 1
Week 3	LETTER KEYS	UNIT 1
Week 4	LETTER KEYS	UNIT 1
Week 5	LETTER KEYS	UNIT 1
Week 6	LETTER KEYS	UNIT 1
Week 7	LETTER KEYS	UNIT 1
Week 8	LETTER KEYS	UNIT 1
Week 9	LETTER KEYS	UNIT 1
Week 10	SKILL BUILDING	UNIT 2
Week 11	SKILL BUILDING	UNIT 2
Week 12	FIGURE KEYS	UNIT 3
Week 13	SKILL BUILD	UNIT 4
Week 14	SYMBOL KEYS, COMM SKILLS	UNIT 5
Week 15	COMM. SKILLS, NUMERIC KEYPAD	UNIT 6
Week 16	UNBOUND REPORTS	UNIT 8
Week 17	UNBOUND REPORTS	UNIT 8
Winter Recess		
Week 18	UNBOUND REPORTS	UNIT 8
Week 19	REVIEW FOR MID-TERMS EXAMS	
Week 20	**MID-TERM EXAMS**	
Week 21	MEMORANDUMS & EMAIL	UNIT 7
Week 22	PERSONAL BUSINESS LETTERS	UNIT 9
Week 23	PERSONAL BUSINESS LETTERS	UNIT 9
Week 24	TABLES	UNIT 10
Week 25	TABLES	UNIT 10
Week 26	DOCUMENT FORMATTING SKILLS	UNIT 11
Week 27	DOCUMENT FORMATTING SKILLS	UNIT 12
Week 28	IMPROVE REPORT SKILLS	UNIT 15
Week 29	IMPROVE REPORT SKILLS	UNIT 15
Week 30	IMPROVE LETTER FOMAT SKILLS	UNIT 17
Week 31	ENHANCE CORRESPONDENT SKILLS	UNIT 22
Week 32	IMPROVE TABLE FOMAT SKILLS	UNIT 18
Spring Break		
Week 33	CREATING EMPLOYMENT DOC	UNIT 26
Week 34	WORKPLACE EMPLOYMENT SKILLS	UNIT 26
Week 35	ASSESSING DOC. FORMAT SKILLS	UNIT 21
Week 36	WORK PROJECT	
Week 37	**REVIEW FOR FINAL EXAM**	