



Word Processing Syllabus

Wilby High School

2016-2017 School Year

“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 skills necessary to become independent, intellectually curious, and self-fulfilled members of society.”

Instructor:

Mr. Anthony D’Agostino
Business Department

Course Description:

Students will develop skills in touch keyboarding, manipulation of the computer and the use of specific computer software. Emphasis is placed on speed development, industry-relevant production, and error control. The skills learned will be used to produce a variety of personal and business documents. Students completing this course will be expected to key at a minimum of 35 words per minute.

Goals & Objectives:

- Students will learn alphabetic, numerical, and symbol keys
- Students will learn to key proficiently using the Touch Typing technique of keyboarding
- Student will use a variety of keyboarding software including Microsoft Word to produce a variety of Interoffice Communications
- Students will learn to format a variety of Interoffice communications

Hardware:

- Individual desktop computer
- Portable USB save device
- SMART Board projection equipment
- Multimedia Projector

Software:

- - Century 21 seventh edition keying software
 - MicroType Keyboarding software
 - Microsoft Word Processing software
 - Microsoft PowerPoint Presentation software
 - PhotoStory 3

Textbook & Materials:

- - *Century 21 Computer Applications and Keyboarding*, by Hoggat, Shank, and Robinson published by South-Western, 2002

Student Materials:

- - Portable USB save device/ "Jump drive"
 - Three Ring Binder

Methods of Instruction:

- The following methods of instructions will be used throughout the semester:

- Lecture/Presentation (Introduction of new keys)
- Guided Demonstration/Practice
- Individual Practice
- Cooperative Learning

Coursework:

Coursework for Keyboarding Applications will follow different structuring for the first and second semester.

Yearly coursework will consist of:

- Technique checks
- Current Event Presentations
- MicroType Lessons
- Keyboarding Journal
- Production/Formatting Assignments
- Presentation projects
- Timed Writings
- Focus Country Projects/Business research projects

CFA (Common Formative Assessment)

These will be given periodically throughout a chapter. CFA's will not be graded. They will serve as tools for data driven instruction.

Course Outline

Unit 1 – Review Letter Keys
Unit 2 – Build Keyboarding Skill
Unit 3 – Review Figure Keys
Unit 4 – Build Keyboarding Skill
Unit 5 – Learn/Review Symbol Keys
Unit 6 – Build Keyboarding Skill
Unit 7 – Learn To Format Memos and E-mail
Unit 8 – Learn To Format Unbound Reports
Unit 9 – Learn To Format Personal-Business Letters
Unit 10 – Learn to Format Tables
Unit 11 – Prepare For Documents Formatting Assessment
Unit 12 – Assessment Document Formatting Skills

Grading Scale

A 100-90
B 89-80
C 79-70
D 69-65
F Below 65

Grading Parameters

Classroom Participation 5%
Homework 5%
Classwork/Labs (including Speed, Accuracy, & Technique) 25%
Quizzes 25%
Tests 40%
Projects/ Research Papers/Performance Assessments 15%
Total 100%

Lifelong Learning Standards:

- Knowledgeable Person
- Effective Communicator
- Self-Directed Learner
- Complex Thinker
- Community Contributor
- Skilled Information Processor
- Collaborative Worker

Student Contract

Word Processing I

I have read and had explained in detail the guidelines and expectations set forth for Word Processing I. I understand that successful completion of this course will be based largely upon my following these guidelines and expectations. As it is my intention to successfully complete this course with a passing grade and credit granted, I agree to follow all of the guidelines given.

Name

Date

Class Period