

CENTRAL HIGH SCHOOL  
KEYBOARDING/WORD PROCESSING  
MRS. GAIL SCOGGAN

**COURSE SYLLABUS**

**Course Description:**

Keyboarding/Word Processing is a course designed to develop basic skills in touch keyboarding techniques for entering alphabetic, numeric, and symbol information found on computers and terminals. Students will learn to edit and format text and paragraphs, change fonts, work with headers, cut and paste text, create and use tab keys, and work with multiple windows. Students will format documents such as letters, memorandums, reports and tables for personal, educational, and business uses. During the second half of the course, emphasis is placed on formatting documents, improving proofreading skills, and increasing speed and accuracy.

**Course Objectives:**

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

1. Type using correct technique
2. Proofread for errors and correct documents.
3. Format various documents using Microsoft Word.

**Required Class Materials:**

Pocket folder and flash drive (1GB is sufficient).

**Text:**

Century 21 Computer Applications & Keyboarding (7<sup>th</sup> ed.)

**Course Outline:**

1. Students will review correct fingering, typing technique, editing procedures, and proofreading skills.
2. Students will learn the various features of Microsoft Word.
3. Students will learn to format letters, memos, reports, and tables.
4. Students will apply what they learn during the semester with a final activity.

**Grading:** (Grading Scale)

Errors not corrected when turned in: 0-A, 1-B, 2-C, 3-D, 4 or more F

Timing Scale will begin at 25 words per minute for an A. It will increase 3-5 words approximately every 2 weeks.

25 – A

20-24 – B

15-19 – C

10-14 – D

**Class Policies & Procedures:**

Students are to be on time and in assigned seat.

Students are to be prepared with all needed materials.

Students are to stay on task and refrain from talking.

Students are not allowed to go on the Internet, play games, use other programs not instructed in.

Students are to do their own work. Cheating will result in zeros and discipline will be assigned.

Restroom use will be limited and restricted to only those with time trackers.

Computers are not to be written on or tampered with.

Make-up work is to be picked up on the day the student returns to school and turned in when indicated.

**Miscellaneous:**

All work is done in class. Only work done at home would be make-up work or if the student gets behind.

**Instructor Contact:** (Days and times of availability, phone numbers, emails, etc.)

Monday-Friday 8:00 a.m.-3:30 p.m.

815-694-2321 gscoggan@cusd4.org