

CENTRAL HIGH SCHOOL

KEYBOARDING/WORD PROCESSING FORMATTING

MRS. GAIL SCOGGAN

COURSE SYLLABUS

Course Description:

Keyboarding/Word Processing Formatting is a course designed to enhance the skills acquired during the Keyboarding/Word Processing course. Students will continue to improve their letter, memorandum, report and table formatting skills. Document formatting for personal, educational, and business uses will continue to be emphasized. A major emphasis is placed on increasing speed/accuracy and improving proofreading skills.

Course Objectives:

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

1. Type using correct technique and with a limited amount of errors.
2. Edit any and all documents using the features of Word.
3. Format various documents with many special features.
4. Be proficient using Microsoft Word.

Required Class Materials:

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

Text:

Century 21 Computer Applications & Keyboarding (7th ed.)

Course Outline:

1. Students will review the various features of Microsoft Word.
2. Students will review their skills learned in Keyboarding.
3. Students will review formatting letters, memos, reports, and tables.
4. Students will learn to format documents with various features.
5. Students will complete job simulations using the skills learned during the year.
6. Students will complete the process involved in job hunts.
7. Students will demonstrate their skills and knowledge by completing end of semester activities.

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 40 words per minute for an A. It will increase 3-5 words approximately every 2 weeks.

40 – A

35-39 – B

30-34 – C

25-29 – 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.

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