

Advanced Word Processing Syllabus

Instructor: Mrs. Crutcher

Text: Keyboarding & Information Processing

Course Description:

This course reinforces keyboarding skills while developing advanced skills in word processing. Production work includes business and personal correspondence such as formal and informal meeting minutes, letters, envelopes, memorandums, tables, news release, agenda, mailing labels, reports etc.

Course Goals & Objectives:

1. Demonstrate and practice proper sitting posture for keyboarding
2. Control letter, number, and symbol key through touch-key keyboarding
3. Use correct word, number, and punctuation spacing
4. Proofread and correct documents
5. Demonstrate correct formatting for different documents

Homework:

Students are expected to keep a binder that will be provided with all handouts and assignments, which will be collected and graded. Additionally, assignments, quizzes, and projects will be given to assess students' individual understanding of topics. You are allotted time in class to do all assignments. Passes will also be handed out to complete work during advisement period. This is a time to come down and get homework done! If you are ill, please see the instructor.

Assessment: Your grade will be based on the amount of points you have earned divided by the total amount of points available in the class.

Daily Homework – Students are expected to type a journal, technique critique, and daily participation, timings

Test – typed/production and written

Semester Exam – At the end of each semester a comprehensive exam worth 20% will be given. This exam will be used in conjunction with the two-quarter grades to determine the semester grade. The semester grade will be calculated by the following formula: $\{(3^{\text{rd}} \text{ quarter } \% * 2) + \{4^{\text{th}} \text{ quarter } \% * 2\} + \text{semester exam}/5$.

Suggestions for Successful Classroom Involvement:

You will get out of this class what you put into it. The more you participate in class, the more work you will complete. If you have any questions, raise your hand and wait patiently for the instructor's help or ask your neighbor if they can help. **DO NOT GET OUT OF YOUR SEAT!**

Attendance and Behavior:

Students are expected to attend class regularly and be on time. Trips to the main office, the guidance counselor, or the bathroom should be made during the passing period, not during class. Additionally, students are expected to be familiar with the high school Student Handbook and use reasonable judgment in knowing what is appropriate behavior. Be courteous and respectful to the instructor and fellow students. It is important to attend class since your work has to be done on the computer. If you miss class, you need to find time to make up your homework. This can be during advisement, before or after school when you make arrangements with the instructor. Remember if you miss class, you need to find 80 minutes of your own time to make it up.

DAILY PARTICIPATION GRADING SCALE:

5 - Uses proper keyboarding technique, knows correct procedure for logging in & out, all daily work finished, works whole time, not disruptive to others, starts working right away.

4 - Uses proper keyboarding technique, reminded how to log in & out, all daily work finished, works whole time, not disruptive to others, starts working right away.

3 - Reminded to use proper keyboarding technique, finishes most daily work, asked to keep working (not more than 2 times), asked not to talk (not more than 2 times), asked to begin working, reminded how to log on or off.

2 - Reminded to use proper keyboarding technique, half of daily work completed, asked to keep working (more than 2 times), asked not to talk (more than 2 times), asked to begin working, doesn't know how to log on or off.

1 - Doesn't use proper keyboarding technique, less than half of daily work completed, disruptive, asked not to talk, doesn't know how to log on or off.

0 - Uncooperative, little or no work completed, disruptive.

*detentions may occur in the 2, 1, and 0 range.

*NOTE: 1st Nine Weeks: daily grade is most of your grade