

# Word Processing I

Mrs. Emery

Syllabus

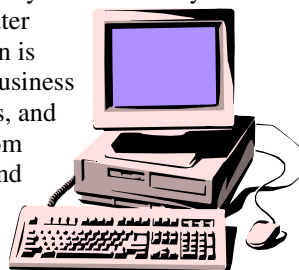
Room 229



## Special points of interest:

- 18 Dell Computers
- Connected to MASD network
- Xerox Laser Printer
- Color Laser Printer
- Access to digital camera and scanner
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher

This course is designed to expand on techniques and skills already learned in Keyboarding and Computer Concepts. Instruction is given on preparing business letters, tables, reports, and all types of forms from straight, statistical, and rough draft copy. Students will continue to develop speed and accuracy.



This course is an advanced hands-on computer course designed to provide students with a working knowledge of current word processing software. Emphasis is on document preparation and format while students incorporate the many features of the program. Features to be covered include basic document formatting, the use of proofing tools, templates, merging, macros, and document enhancement utilizing clip art, bullets, shading, and desktop publishing concepts.

Students will use decision-making skills to evaluate document formats. Applying written communication skills and demonstrating quality and efficiency in document produc-

tion will be emphasized. During this course, students will acquire computer skills necessary to be more productive in their school and work environments and to enhance their personal use of computers.

As a requirement for this course, students must create a project based on a career search. The Internet and various resources will be used to gather valuable information to be used for this project.

Students will complete this course with a fundamental understanding of word processing software. Almost every job requires some degree of typing or computer skill. These valuable skills can be utilized in whatever career path you choose.

## Grading Assessment

### Grading Period 1:

50% Assignments & Projects  
20% Tests  
10% Timed Writings  
10% Quizzes  
10% Class Participation

### Grading Period 2:

50% Assignments & Projects  
20% Tests  
10% Timed Writings  
10% Quizzes  
10% Class Participation

## Classroom Rules

- Be prompt
- Be respectful to others
- Clean up work area
- Do your own work
- Report any problems
- Always have a **POSITIVE ATTITUDE**

## Word Processing Competencies

- ✪ Continue to master proper keyboarding technique
- ✪ Continue to improve keyboarding speed
- ✪ Apply formatting skills to documents
- ✪ Apply proofreading and editing skills
- ✪ Demonstrate composition skills
- ✪ Demonstrate the ability to type 50 words per minute
- ✪ Utilize various resources
- ✪ Develop efficient Internet skills

☒ Be sure to follow your network acceptable use agreement in class at all times. You must have network access to be able to complete this course.