

TOLLESON UNION HIGH SCHOOL DISTRICT

Word Processing Course Syllabus

DEPARTMENT: Business Education

This class is required to meet Tolleson Union High School district graduation requirements.

COURSE OVERVIEW: Students will attain keyboarding skill and use the computer as a tool to process information to function effectively and efficiently as they progress through the educational sequence and assure their role in the global workplace.

COURSE OBJECTIVES:

Apply Communication Skills in Business Situations
Speaking, presenting, writing, reading, listening

Apply Problem Solving and Decision Making Processes to Business Situations

Apply Technology to Support Business Operations
Computer Literacy, Word Processing, Document Processing, Power Point Presentations, Numeric Keypad, Financial Processing

Study Financial Records and Accounts

Hands On Banking Unit: <http://www.handsonbanking.org/>

Competency Level of Proficiency: <=69% = F 70-79% = C (attained) 80-89% = B (exceeded);
>=90% = A (Mastered)

OBJECTIVES:

- The student will be introduced to computer literacy
- The student will learn to keyboard by touch
- The student will learn basic skills of word processing,
- The student will prepare business documents.
- The student will demonstrate the use of computer resources
- The student will demonstrate communication skills
- The student will demonstrate the use of "soft" business skills (working with people, displaying an appropriate work ethic, punctuality, attendance, etc.)
- The student will demonstrate the ability to transfer knowledge from one educational setting to another in order to become life-long learners

MATERIALS/RESOURCES USED: *Century 21 Keyboarding and Information Processing*, word processing software, *MicroType*, *Touch 'n Type*, and any supplemental materials and manuals accompanying these programs. Materials and software can be incorporated during the course as deemed necessary by the instructor to assure maximum coverage of the curriculum and competencies. The internet will be widely used for additional curriculum and research.

EVALUATION PROCEDURES:

Tests & Assessments	35%	Typing Curriculum	10%	Communication	10%	Financial Records	5%
Class work	30%	Workplace standards	10%				

Students have five school days to make up work missed with an excused absence. Lectures will not be repeated and certain classroom activities can't be repeated because of the nature of the activities. Students are responsible for getting make-up work from their instructor. Students must make prior arrangements with the instructor before make up work can be completed after school in the business education labs. Students with 10 or more unexcused absences will receive a Pass/Fail grade—see the Business Department Rules & Procedures for more information.

Students are required to have their student ID with them at all times. Internet use requires a valid student ID at all times.

All Business Ed students will be members of the school's chapter of Future Business Leaders of America (FBLA). Those students competing at the regional, state and/or national competitions will need to pay a yearly membership fee by September 30 for fall semester and/or January 30 for spring semester. Membership dues for the school's site club is \$1.00. Students may choose to join the national FBLA organization—national dues are \$12.00.

All appropriate district paperwork (Technology Agreement, Internet Users Agreement, etc.) must be on file with appropriate district personnel. It is the student's responsibility to ensure this has been completed.

WORD PROCESSING TIMELINE
"Timeline is subject to change as needed."

First Quarter

Week	Activity
1	Introduction Rules (Department Brochure and school handbook) Home Row Keys (MicroType and/or M.S.Word) Technique (Using text book)
2-5	Keyboarding(Using word & the text book and/or MicroType/Touch 'n Type) <ul style="list-style-type: none">• Word Processing: cut/copy/paste, insert & resize clip art, insert page break, save/print preview/print, minimize/maximize.• Windows Operations: word Window vocabulary.• Computer Literacy: computer parts & the four functions.• Punctuation, Proofreading, Capitalization,• Introduce Timed Writings & Technique Observations
6	Numeric keypad, symbols, & 10-key
7-9	Alignments, tabs, margins, tables, columns, enumerated lists, bulleted lists, outlines Alphabetic lessons (1-20) of Microtype are due

Second Quarter

Week	Activity
10-12	Reports (MLA Style)
13-14	Personal Business Letters, Simplified memos Numeric Keyboarding Lessons – are due (Microtype)
15-16	Banking and Personal Finance Unit PowerPoint Presentations
17-18.1	Review & Final Exam

Communication activities and lessons will be presented throughout the entire semester.

**Tolleson Union High School District
Business Education Department
Word Processing**

Please read through the materials and sign the indicated areas below. You may call your child's instructor at 623-478-4327 (Mrs. Robinson), 623-478-4372 (Mr. Young), 623 -478-4318 (Ms. Peacock), or 623-478-4362 (Mr. Schall) if you have any questions regarding the content of this packet.

Return only this cover page; you may keep the other pages.

Your signature below indicates that you have read the entire packet and are aware of the contents.

Parent/Guardian Signature

Date

Student Signature

Date

This form should be returned to the instructor by _____

PLEASE PRINT

Student Last Name

First Name

Grade

ID

Birth date

Career Choice

Parent Phone Numbers

Work _____

Cell _____

Home _____

Parent Email

Home _____

Work _____

I, _____, parent of _____
give permission for the instructor to email me regarding school performance, assessments, etc.

Parent/Guardian Signature _____ **Date** _____

Business Education Department

Classroom Rules & Procedures

1. All **school rules** apply. Refer to the Student Handbook.
2. **Attendance** is critical. If absent (excused), one week is allowed to make up assignments. Class discussions and lectures are NOT repeated. It is the student's responsibility to make an appointment with the teacher to make up work. Some textbooks are available in the library for check out.
3. Maintain **proper behavior** at all times.
 - ✓ Begin warm up/bell work activity immediately upon entering classroom
 - ✓ Talk and operate equipment at appropriate times. Example: If the instructor is talking, you should be actively listening and not talking or using the computer.
4. Treat all school and student property with respect.
 - ✓ Use appropriate language
 - ✓ Use care with computer hardware and software
 - ✓ Use proper computer start-up/shut-down procedures
 - ✓ Use acceptable method for storing books, files, and supplies
 - ✓ Leave work area clean and organized; place chair under table
5. Come to **class prepared** with all supplies, ready to work. All computer equipment and materials are to remain in the classroom and may not be removed. NOTE: Some textbooks and supplemental materials may be checked out. Please see your instructor should this need arise.
6. **Personal business** should be taken care of before coming to class. This includes restroom, phone calls, etc. Please see your instructor should an emergency occur during class time.
7. Report **broken or vandalized equipment** to the teacher IMMEDIATELY. Failure to do so may result in you being held responsible for the cost of repairs or replacement of equipment.
8. **NO food, drinks** (except water in a clear re-closeable container), tobacco, or gum are allowed in the classroom/computer labs.
9. **Academic Dishonesty**: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project, and/or disciplinary referral. For more information, refer to the academic dishonesty policy in the student handbook.