Word Processing 8
Mrs. Goyette
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Required of eighth graders

Junior High Course   Type: Required
Yearlong class—taught on alternating days   Prerequisite: Keyboarding 7

Course Description:

This class is designed to introduce the student to a variety of basic word processing applications such as letters, memos, tables, and reports.

Course Expectations
By the end of the course, students will:

1.   Demonstrate proper touch-keyboarding techniques.
2.   Enter and manipulate numeric data using the touch method on a 10-key keypad
3.   Develop touch keyboarding skills at acceptable speed and accuracy as demonstrated through timed writings to demonstrate typing speed and accuracy with no more than one error.
4.   Proofread and edit copy for accuracy, content, correct grammar, spelling, and punctuation.
5.   Demonstrate correct formatting to create the following documents using word processing software:
        Academic and business reports, outlines, endnotes, footnotes, works cited, lists, personal and business letters in both block and modified formats with both open and mixed punctuation which contain enclosures and special features, memos, tables
6.   Demonstrate editing functions including cutting, pasting, and importing and exporting text and graphics
7.   Apply layout and insert functions including tabs, margins, word-wrap, columns headers and footers, and tables
8.   Apply formatting functions including fonts, sizes, styles
9.   Apply word processing functions including spell checking, thesaurus, grammar checking
10.   Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation

Course Materials

Century 21™ Computer Applications and Keyboarding, Lessons 1-170, 9th Edition
Jack P. Hoggatt, Ed. D. University of Wisconsin-Eau Claire
Jon A. Shank, Ed. D. Robert Morris University, Coraopolis, PA
Online and supplemental materials are used.

Grading Plan:

Grades are based on a percent system. All assignments are assessed using a 100 point value and grades are entered as percentages. Grades are determined by daily assignments, warmup lines, and on task behavior. Late assignments are accepted but can earn no higher than a 65%.

- o Completed daily assignments
- o Use of class time as demonstrated by completion of warm-up lines and completed assignments
- o Use of network folder to store and retrieve documents
- o Complete timed writings to demonstrate increased typing speed and accuracy

Class Rules:
1. Be seated.
2. Be silent.
3. Login and begin working immediately on warm-up lines.
4. Continue working until given permission to log off computer.
5. Save work in network folder.
6. When ready to hand in the assignment, save and print it.
7. Show respect and consideration for peers, teacher, equipment and materials.
8. Do not roll around in your chair.
9. Do not line up at the door.
10. Bring a pencil to class every day.
11. Stay within your assigned work area and keep talking to a minimum.
12. Hand in assignments on time. Late assignments receive a maximum grade of 65%.
13. Keep your work area and the room in order.
14. Report all equipment malfunctions or furniture abuses as soon as they are noticed.
15. Always use correct typing techniques.
16. Do not touch items on the teacher's desk.
17. Follow the District computer network policy as outlined in the student handbook.
18. Save materials in your network folder and log off at the end of the class period.
19. Mistreating equipment will result in your being removed from the machine and receiving a zero on assignments completed during that class period.
20. Refusing to follow directions will be result in your being removed from the computer and receiving a zero on assignments completed during that class period.
21. Keep passwords private. Your password protects items in your network folder.
22. Students who lose network privileges will be provided with a computer book and assignments.