

WORD PROCESSING I COURSE OUTLINE

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I. COURSE PREREQUISITES

- A. Keyboarding

II. COURSE GOALS/OBJECTIVES

- A. Students will plan, monitor and evaluate their own learning experience.
- B. Students will think creatively, critically, and strategically to achieve goals, make effective decisions, and solve problems.
- C. Students will plan, participate, monitor and evaluate communication experience in a variety of situations (written/nonwritten).
- D. Students will understand, apply and evaluate technologies as labor-enhancing and problem-solving tools.
- E. Students will work effectively with others and participate responsible in a variety of situations.
- F. Dimension 4 (decision making, problem solving and meaningful use of knowledge) is used in formatting these assignments.

VII. COURSE CONTENT

The textbook being used is the Microsoft Word 2000 Core and Expert Certification. After completing the course, the student will be prepared for the Microsoft Office User Specialist exam.

- A. Chapter 1—Creating, Printing, and Editing Word Documents
- B. Chapter 2—Formatting and Using Help
- C. Chapter 3—Enhancing the Visual Display and Clarity of Document
- D. Chapter 4—Working with Multiple Documents
- E. Chapter 5—Formatting Documents
- F. Chapter 6—Creating and Formatting Tables
- G. Chapter 7—Inserting Graphic Elements
- H. Chapter 8—Integrated Topic: Exploring the Internet
- I. Chapter 1—Formatting with Special Features
- J. Chapter 2—Merging Documents and Sorting and Selecting Data

- K. Chapter 3—Working with Shared Documents
- L. Chapter 4—Creating Tables and Indexes
- M. Chapter 5—Recording, Running, and Editing Macros
- N. Chapter 6—Creating Fill-In Forms
- O. Chapter 7—Integrated Topic: Adding Visual Appeal to Documents

VIII. HOMEWORK

- A. Homework will be assigned regularly and will be class related.

V. EVALUATION PROCEDURES

- A. First and Second Nine Weeks:
 50% Classwork 25% Timed Writings 25% Techniques

- B. Timed Writings Scale:

First Nine Weeks		Second Nine Weeks	
WPM	Grade	WPM	Grade
35+	A	37+	A
30-34	B	32-36	B
25-29	C	27-31	C
20-24	D	22-26	D

VI. MATERIALS

- A. Textbook from class set
- B. Pencil and/or pen with standard blue or black ink
- C. Binder with the following dividers to hold graded work:
 Warm-ups
 Graded exercises
 Tests/Quizzes
 Timed Writings

VII. LAB FEE

- A. All students will be required to pay a \$1.00 lab fee to cover expenses for this course, such as paper and toner for the printers.

VIII. ABSENCES

- A. If you are absent, you must bring an official pass within three (3) days of your return.
- B. Please make arrangements with me to make up any work missed.

IX. ACADEMIC HONESTY POLICY

- A. Every student will sign the Meade High School Academic Honesty Policy. The regulations in the policy will be strictly enforced.