

Information Processing



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Required for graduation; suggested to take as a freshman

Resources used: *Micro Type Pro 4.0* Typing Software; *Microsoft Office Word*; *Comprehensive Concepts and Techniques*, Shelly Cashman Series, Thomson Course Technology; *Century 21 Keyboarding, Formatting, and Document Processing*, South-Western Publishing Company; *Learn by Doing Microsoft Word 2013*, B.E. Publishing.

COURSE DESCRIPTION

This is a one-semester course which will aid the student in becoming more efficient and effective in written communications. The class is designed to provide training for personal or career and technical development. The students will review and demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will improve speed and accuracy in keyboarding by using appropriate drills and timed writings. Microsoft Word will be used extensively in a variety of activities and assignments throughout the course. Some of these activities include proofreading exercises, learning document basics, formatting text, formatting paragraphs and editing text, working with tables, tabs, columns and page setup, using headers and footers, working with graphic and visual elements, using templates, and formatting a research paper using MLA documentation style. An emphasis will be placed on helping students prepare to enter the world of work by completing job applications, writing cover letters, designing resumes, and obtaining character references.

GRADING

1. Daily assignments and quizzes
2. One-Minute Timings and keeping tracking sheets updated
3. In-class discussion, participation, materials, work habits
4. Project/Unit Tests

Grading Scale

94-100	=A	72-77.9	=C
90-93.9	=A-	70-71.9	=C-
88-89.9	=B+	68-69.9	=D+
82-86.9	=B	62-67.9	=D
80-81.9	=B-	60-61.9	=D-
78-79.9	=C+	59.9 & Below	=F



ONE-MINUTE TIMING GRADING SCALE

A	44 + WPM – 2 errors (44-50 9/10 – 51+ 10/10)	D	22 - 29 WPM – 2 errors (6/10)
B	38- 43 WPM – 2 errors (8/10)	F	21 and Below (5/10)
C	30 - 37 WPM – 2 errors (7/10)		

WHAT YOU WILL NEED FOR THIS CLASS DAILY

- ◆ Pen or Pencil, Trapper, Agenda, and your *PASSWORD*