

WORD PROCESSING: Microsoft Office 2007: Introductory Concepts and Techniques, Window Vista Ed Grade Level 9-12 - Course Length 18 Weeks

Course Description

This course prepares students for careers in business, with focuses on duties and tasks performed by professional using word processing software as well as preemployment and employment skills. Successfully completing this course and meeting the required certification assessment, students are awarded the Microsoft Office Word Processing Specialist Certification. This is a global recognized Microsoft Office certification.

Concepts/Content

Word Processing Software Applications provides students with the opportunity to develop professional level skills in word processing software. Skills taught include creating, customizing and organizing documents by using formatting and visual content that is appropriate for the information presented.

Instructional Methods

Instruction will be provided in a lab utilizing individualized instruction and electronic learning services. Students successfully completing this course will be eligible to take at least one of the user or specialist exams for word processing software certification.

Evaluative Techniques

Assessment will be accomplished by checking student work in progress to ensure that each student adheres to the timeline throughout the course and that the course is successfully completed. In addition, objective and problem solving tests, projects, and other means deemed appropriated will be used.

Software

The focus of this course will be the use of Microsoft Office Word to produce a variety of documents.

DoDEA Grading Scale

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

59 or below =F

Grading Policy

Student quarterly averages in word processing will be calculated using percentages as follows: Class work, test projects and quizzes.

Student semester average in word processing will be calculated using the following: 40% of 1st quarter grade plus 40% of second quarter grade plus 20% of the semester test.

Homework

Class work not completed during class time is assigned homework.

Late Work Policy

It is important that students get their work in on time. Late assignments will be accepted. Students will have the equivalent days absent to make up missed assignments.

Extra Help

Tutoring/extra help is offered during Seminar or after school.

Class Management

Students will conduct themselves in an orderly respectful manner and follow classroom management policy.

Department of Defense Education Activity Standards

<http://www.dodea.edu/instruction/curriculum>