

Name of Course: Computerized Office Technology 1
Level of Course: Modified
Prerequisites: None
Grade levels offered to: 9 through 12
Course number: 651.01
Number of credits: 5

Course Description:

This is a full-year course with an emphasis of learning to keyboard using the “touch type” method. Students will be introduced to computer hardware and computer software to increase their computer literacy as well as to maintain a safe environment within the classroom and in the workplace. Through various methodologies, students will acquire the ability to keyboard with speed and accuracy. After the keyboard is mastered, students will apply and reinforce this knowledge by learning the proper formatting of various documents. Some include personal and business letters; reports, including a bibliography; memorandums; tables; and various methods to enhance text; such as, bold, underline, use of bullets, and enumerations. Emphasis is placed on language art skills, proofreading, editing, good typing technique, decision-making skills, and good work habits. Word Perfect Suite 8 is the word processing software program used in this course as well as Micro Type Pro. A small class size is maintained to provide as much individualized assistance for those students who need more time to complete a task.

Standards Targeted Throughout this Curriculum

New Jersey Core Curriculum Content Standards

- X All students will demonstrate knowledge of the process of critique. (CCCS 1.4)
- X All students will access, view, evaluate, and respond to print, nonprint, and electronic texts and resources. (CCCS 3.5)

Cross Content Workplace Readiness Standards

- Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job. (CCWRS 1.1)
- Describe the importance of personal skills and attitudes to job success..(CCWRS 1.2)
- Identify career interests, abilities, and skills. (CCWRS 1.3)
- Identify skills that are transferable from one occupation to another. (CCWRS 1.5)
- Understand how technological systems function. (CCWRS 2.1)
- Select appropriate tools and technology for specific activities. (CCWRS 2.2)
- Demonstrate skills needed to effectively access and use technology-based materials through keyboarding, troubleshooting and retrieving and managing information.. (CCWRS 2.3)
- Use technology and other tools, including word-processing, spreadsheet and presentation programs and print or graphic utilities, to produce products. (CCWRS 2.8)
- Work cooperatively with others to accomplish a task. (CCWRS 4.2)
- Use time efficiently and effectively (CCWRS 4.9)
- Explain how common injuries can be prevented. (CCWRS 5.1)
- Develop and evaluate an injury prevention program. (CCWRS 5.2)
- Demonstrate safe use of equipment. (CCWRS 5.4)
- Discuss rules and laws designed to promote safety. (CCWRS 5.8)
- Use tables and graphs to represent and interpret data. (CCWRS 5.5)
- Use technology skills and tools to gather and organize information and to solve problems (CCWRS 8.1)
- All students will develop career awareness and planning, employability skills, and foundational knowledge necessary for success in the workplace. (CCWRS 9.1)

General Objectives:

Using the textbook as a base reference, students will acquire the following series of skills:

1. Demonstrate understanding of computer routines of turning equipment on and off, storing floppy disks, general equipment care and safety procedures.

2. Use basic touch keyboarding techniques to input data on the computer.
3. Demonstrate knowledge of workable parts of the computer by acting on commands, such as formatting and printing documents.
4. Use menus on the computer to store, retrieve, and print documents.
5. Center material vertically and horizontally.
6. Produce mailable letters.
7. Prepare a variety of simple reports and tables for personal or school use.
8. Use a dictionary to help with spelling.
9. Use reference materials and students' own notes to help follow instructions in completing a task.
10. Build keyboarding speed under the following minimum expectations:
 - a. End 1st marking period - 8 wpm
 - b. End 2nd marking period - 12 wpm
 - c. End 3rd marking period - 16 wpm
 - d. End 4th marking period - 20 wpm
11. Set up for more detailed production work and realistic work assignments.
12. Reinforce language art skills through a review and application of basic capitalization, punctuation, and other applied related language arts rules.

Materials/Resources:

1. Text: Century 21 Keyboarding & Information Processing, South-Western Ed. Publ.
Software: "Micro-Type Pro", South Western; "WordPerfect Suite 8", Corel.
2. Teacher prepared handouts: Instruction sheets designed to aid this type of student with production assignments. Handouts found in file cabinet, labeled to coincide with lessons from the textbook.
3. Technique Evaluation Form - found in file cabinet
4. Supplemental production projects - labeled appropriately and located in file cabinet.
5. Videos: "How Computers Work" and "Keyboarding"

Methods of Assessment:

1. Teacher will assess drill lessons as to amount completed and proofreading skills.
2. Teacher will assess production assignments as to format, proofreading and correcting errors.
3. Testing materials will be from textbook and teacher-prepared tests.
4. All texts and exams can be taken with student using his/her notes and the use of any handout and other teaching aids given for student use.

Student progress: The assessment of student progress in the objectives cited above will be primarily by, but not limited to, the following criteria:

- Technique (20%)
- Class work (30%)
- Timed Writings (20%)
- Tests (30%)

Special Course Policies:

- I. Students keep up-to-date notes.
- II. Students use computer equipment according to teacher's directions.
- III. Students only access computer software program teacher indicates.
- IV. Students follow safety rules of classroom.

Homework and Extra Credit Policy:

There is not homework assigned for computer courses. All work must be made up in the computer class as a result of absenteeism or failure to complete work. There is a one-day a week lab opened after schoeach week to accommodate students who need to complete assignments. Extra credit is always available for students who complete assignments or who wish to improve their course average. schoeach week to accommodate students who need to complete assignments. Extra credit is always available for students who complete assignments or who wish to improve their course average.

