



Print Communications 205
Vincent Massey Course Outline
Teacher: Ms. S. Charles

Course Description:

The purpose of this course is to improve students' accuracy and speed with a keyboard, using touch-keying techniques, and to provide students with the skills and knowledge to plan and create documents for personal and business communications.

Information and Communication Technology - General Learning Outcomes:

1. *Human Relations* - Students will demonstrate tolerance, teamwork, leadership and responsible moral behaviour.
2. *Literacy and Communication* - Students will demonstrate effective communication skills in listening, speaking, reading, writing, viewing and representing.
3. *Problem Solving* - Students will demonstrate appropriate problem-solving skills while seeking solutions to technological challenges.
4. *Technology* - Students will develop the abilities to use, manage, and understand information and communication technologies by exploring software, programming language, and computer controlled devices.

Print Communications - General Learning Outcomes:

1. Acquire skills and knowledge that can be applicable and useful in further education and/or future careers.
2. Use correct keyboarding technique: key by touch, using correct hand position, posture and fingering.
3. Become proficient with the keyboard alphabet, numeric keyboard and special character keys.
4. Become proficient with introductory word processing function keys and document formatting.
5. Format essays, letters, resumes, meeting agenda and minutes, and other production displays.
6. Proofread and edit work.
7. Meet acceptable speed and accuracy levels.
8. Develop good organizational skills.
9. Prepare a keyboarding reference manual (electronic and hardcopy).

UNITS OF STUDY

Unit #1: Keyboarding

- Technique

- Speed and Accuracy
- Microsoft Word: Basic Features

Unit #2: Essays/Research Papers

- MLA style
- APA style

Unit #3: Meetings/Documentation

- Agenda
- Minutes

Unit #4: Letters

- Personal
- Business

Unit #5: Resumes

- Resume Format
- Cover Letter
- Portfolio

Unit #6: Mail Merge

- Labels
- Envelopes

Unit #7: E-Docs (Google Docs)

*****Unit length, order and assignment expectations may alter due to time constraints and other classroom considerations*****

EVALUATION

Assignments	(30%)	Weekly
Unit Projects/Tests	(30%)	Tests during unit, projects at the end
Technique, Speed, Accuracy	(20%)	Technique is daily, speed/accuracy weekly
Final Project	(20%)	Last week - project - all units

Expectations:

- Respect - all students are encouraged and expected to be supportive and respectful of others.
- Attendance - the course follows the guidelines set out in the student handbook.
- Materials - please arrive on time with appropriate materials.

- Assigned Homework - it is expected that all assignments and homework will be completed on the assigned due dates.
- Class Time - will be given for the completion of assignments and projects. Use this time wisely.
- Due Dates - assignments are due on the date given by the teacher. Due dates will always be posted in the classroom. If you are sick on the due date, or have an appointment please meet with me a.s.a.p. to discuss an alternate due date.
- Late Assignments - it is expected that all assignments will be completed on time. If a student needs to make alternative arrangements, it is the student's responsibility to meet with the teacher. Assignments will be given mark of zero if they are not handed in when the summative assessment is due and the unit is complete.

Evaluation:

Your term work will be a cumulative mark. You must attain a minimum of 50% of semester work and the final assessment in order to pass the course.

Please feel free to contact me at the school (729-3170) or by email charles.shey@brandonsd.mb.ca regarding any questions or concerns.

Ms. Shey Charles

Please return signed copy by September 14, 2008

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

