

Print Communications 20S
Vincent Massey Course Outline
Teacher: Mrs. E. Anderson

Course Description:

The purpose of this course is to improve students' technique, accuracy, and speed with a keyboard; To provide students with the skills and knowledge to plan and create documents for personal and business communications and information.

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 through 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.
Meet acceptable speed and accuracy levels.
 7. Develop good organizational skills.
 8. Prepare a keyboarding reference manual (electronic and hardcopy).
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- M designate students may have curriculum outcomes modified by 50% or more based upon their IEP.
 - E designate students may have curriculum outcomes modified for transition into the English program. These may be modified 50% or more based on their IEP.

UNITS OF STUDY: (Unit order and time may be open to change)

<u>Unit #1: Keyboarding</u> <i>Technique</i> <i>Speed and Accuracy</i> <i>Microsoft Word: Basic Features</i>	20 days
<u>Unit #2: Meetings/Documentation</u> <i>Agenda</i> <i>Minutes</i>	10 days
<u>Unit #3: Letters</u> <i>Personal</i> <i>Business</i>	10 days
<u>Unit #4: Mail Merge</u> <i>Labels</i> <i>Envelopes</i>	5 days
<u>Unit #5: Essays/Research Papers</u> <i>MLA style</i> <i>APA style</i>	20 days
<u>Unit #6: Resumes</u> <i>Resume Format</i> <i>Cover Letter /Merge Letters</i>	15 days
<u>Review</u>	5 days
<u>Final Project</u>	5 days

EVALUATION:

- Assignments 25%
- Unit Projects and/or Tests 25%
- Technique, Speed & Accuracy 20%
- Participation/Journal 10%
- Final Project 20%

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.

Unit 1 – Keyboarding

Timeline:

Approximately 20 classes

Specific Learning Outcomes

- ❑ Learning the keyboard
- ❑ Acquire speed in typing
- ❑ Obtain accuracy in typing
- ❑ Improve keyboarding technique
- ❑ Learn the basic features of Microsoft Word
- ❑ Learn file management

Assessment

Assignments 25% , Projects/ Tests 25%, Speed/Technique 20%, Participation 10%

Assignment	~ Skill Development
Assignment	~ Word Features - folders and files
Assignment	~ Shortcut keys
Test	~ Word features, shortcut keys
Speed and Accuracy	~ weekly
Technique	~ daily

Resources

- ❑ **Book:** Cortez
- ❑ **SW:** Microsoft Office, Typing Master
- ❑ Class Notes
- ❑ Instructor

Unit 2 – Meetings Documentation

Timeline:

Approximately 10 classes

Specific Learning Outcomes

- ❑ Meeting Agenda
- ❑ Meeting Minutes

Assessment

Assignments 25% , Project/ Tests 25%, Speed/Technique 20%, Participation 10%

Assignment	~ Meeting agenda
Assignment	~ Meeting minutes
Project	~ Meeting agenda & minutes
Speed and Accuracy	~ weekly
Technique	~ daily

Resources

- ❑ **Internet Site for document templates** – <http://www.microsoft.com>
- ❑ **SW:** Microsoft Office, Typing Master
- ❑ **Class Notes** – In class assignments and projects
- ❑ Instructor

Unit 3 – Letters

Timeline:

About 10 classes

Specific Learning Outcomes

- ❑ Personal Letters
- ❑ Business Letters
- ❑ Fax Format

Assessment

Assignments 25%, Projects/ Tests 25%, Speed/Technique 20%, Participation 10%

Assignment	~ Personal letter
Assignment	~ Business letter
Assignment	~ Fax Format
Project	~ Personal and Business letter
Test	~ Personal letter, business letter, and fax
Speed and Accuracy	~ weekly
Technique	~ daily

Resources

- ❑ **Internet Site for document templates** – <http://www.microsoft.com>
- ❑ **SW:** Microsoft Office, Typing Master
- ❑ **Class Notes** – In class assignments and projects
- ❑ Instructor

Unit 4 – Mail Merge

Timeline:

About 5 classes

Specific Learning Outcomes

- ❑ Labels
- ❑ Envelopes

Assessment

Assignments 25%, Projects/ Tests 25%, Speed/Technique 20%, Participation 10%

Assignment ~ Labels ~ ongoing
Assignment ~ Envelopes ~ ongoing
Project ~ labels and envelopes (for their resume)
Quiz ~ Labels and envelopes
Technique ~ daily
Speed and Accuracy ~ weekly
Technique – folder ~ weekly

Resources

- ❑ **SW:** Microsoft Office, Typing Master
- ❑ Class Notes
- ❑ Instructor

Unit 5 – Research Paper Essays

Timeline:

Approximately 20 classes

Specific Learning Outcomes

- ❑ MLA style
- ❑ APA style
- ❑ Proofreaders marks and editing
- ❑ General format: title page, headings, title pages, table of contents
- ❑ Citations: in text citations, long quotes, short quotes, footnotes, and endnotes
- ❑ Works cited/References: book, periodicals, websites, non-print sources, other print sources

Assessment

Assignments 25%, Projects/ Tests 25%, Speed/Technique 20%, Participation 10%

Assignment	~ APA Essay
Assignment	~ MLA Essay
Assignment	~ Proofreaders marks
Project	~ MLA Essay and APA Essay
Test	~ Proofreaders marks, MLA and APA styles
Speed and Accuracy	~ weekly
Technique	~ daily

Resources

- ❑ **Internet Site** – MLA and APA – <http://owl.english.purdue.edu>
- ❑ **SW:** Microsoft Office, Typing Master
- ❑ **Class Notes** – Proofreaders Marks, in class assignments and projects
- ❑ Instructor

Unit 6 – Resumes, Cover Letter, and Portfolio

Timeline:

Approximately 15 classes

Specific Learning Outcomes

- ❑ Cover Letter
- ❑ Resume Style
- ❑ Portfolio Format

Assessment

Assignments 25%, Projects/ Tests 25%, Speed/Technique 20%, Participation 10%

Assignment	~ Cover letter
Assignment	~ Resume
Project	~ Portfolio, cover letter, resume for job
Test	~ Cover letter, resume, portfolio
Speed and Accuracy	~ weekly
Technique	~ daily

Resources

- ❑ **SW:** Microsoft Office, Typing Master
- ❑ Class Notes
- ❑ Instructor

Unit 7 – Review

Timeline:

About 5 classes

Specific Learning Outcomes

Assessment

Completed Assignments, Projects and Tests

Assignment	~ online document ~ ongoing
Project	~ online document (Meeting minutes)
Technique	~ daily
Speed and Accuracy	~ weekly
Technique	– folder ~ weekly

Resources

- ❑ **SW:** Microsoft Office, Typing Master,
- ❑ Class Notes
- ❑ Student Assignments, tests, projects
- ❑ Instructor

Final Project:

Unit 1 – 7

Timeline:

About 5 classes

Specific Learning Outcomes (see breakdown of marks)

- ❑ 20 ~ Speed and Accuracy
- ❑ 30 ~ Keyboarding technique
- ❑ 10 ~ Basic features of Microsoft Word
- ❑ 25 ~ MLA style
- ❑ 25 ~ APA style
- ❑ 5 ~ Proofreaders marks and editing
- ❑ 5 ~ Meeting Agenda
- ❑ 5 ~ Meeting Minutes
- ❑ 5 ~ Personal Letters
- ❑ 5 ~ Business Letters
- ❑ 5 ~ Fax Format
- ❑ 10 ~ Cover Letter
- ❑ 20 ~ Resume Style
- ❑ 5 ~ Labels and Envelopes

Assessment 20%

Final Project ~ Last week of classes

Resources

- ❑ **SW:** Microsoft Office, Typing Master, Google Docs
- ❑ Class Notes
- ❑ Instructor