

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

SUMMER ACADEMIC ENRICHMENT PROGRAM

KEYBOARDING/WORDPROCESSING

Semester: Summer 2005 - July 5, through August 5

Teacher: Edward "Elia" Sheiner,
Taft High School

Course Objectives: Students enrolled in this class will master the keyboard and learn various word-processing commands. The word-processing program we will be using is Microsoft Word.

Classroom Activities:

- a.. Daily warm-up exercises will be assigned to reinforce all prior lessons.
- b.. All letter, numbers, and some symbols will be introduced daily. Follow up assignments will be given immediately after introduction to help master the new keystrokes.
- c.. Timed writings will be administered to build speed and accuracy.
- d.. Students will learn how to format reports, business and personal correspondence and outlines.
- e.. Word-processing functions will be introduced on a regular basis. Students are encouraged to use these functions as part of their warm-up exercises and reinforcement activities.
- f.. We do have access to the Internet, and students will be shown how to access it. I will be monitoring the sites they visit.

Homework: No formal homework is assigned. However, if students have access to a typewriter or computer, they are encouraged to use them. Students may borrow the book we use in the classroom or type from handwritten papers, newspapers, magazines, books or any other form of printed material. This can only improve their skills.

Grading: Grades will be based on mastery of the keyboard as well as improvement, effort, and attendance. Grades will be submitted, unless requested otherwise in writing, to the school your child will be attending fall 2005. It is possible for your child to receive 4 high school credits towards a technical art. Check with your school regarding their policy.