

# Information Processing

Great Falls High School

Great Falls, MT

**Instructor:** Tracy Milton

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**Course Length:** One Semester

**CTE Credit:** ½

**Materials:** \*Moodle Learning Management System -- Modules in Moodle with instructions  
\*MicroType3 Software program for learning touch keyboarding  
\*Text: Century 21, Seventh Edition Computer Applications & Keyboarding  
(Hoggatt, Shank, Robinson)

**Enrollment Key:** ip

**Grading:** The final semester grade for this class will consist of the following:  
64% from daily assignments and projects  
31% from tests and quizzes  
5% from professional points

**Requirements:** Participation in bell ringers and professional points are vital for success.

## Course Outline:

- I. Alphabetic Touch Keyboarding
- II. Speed and Accuracy Assessment
- III. Communication Skills - Proper Sentence Structure
- IV. Numeric Touch Keyboarding
- V. Communication Skills - Number Usage
- VI. Symbols in Touch Keyboarding
- VII. Communication Skills - Capitalization Rules
- VIII. Numeric Keypad
- IX. Speed and Accuracy Assessment
- X. Communication Skills - Proofreader Marks
- XI. Memorandum Formatting
- XII. Report Formatting
- XIII. Business Letter Formatting
- XIV. Table Formatting
- XV. Composing of Documents
- XVI. Large Bound Report Formatting with Footnotes
- XVII. Personal Business Letter Formatting
- XVIII. Extravagant Table Formatting
- XIX. Speed and Accuracy Assessment
- XX. District Assessment and Final Exam

**Test/Quiz:** Tests/quizzes will be taken periodically to assess content knowledge and mastery.

**Rules and Procedures:** Prepared, Prompt, Polite, Precise, Positive