



Course Title: Keyboarding + Basic Document Formatting (Fall Semester)

Description:

Help your student learn the critical lifetime skill of keyboarding. Students will utilize Microsoft Office applications and an online keyboarding application to **learn and practice keyboarding skills**. While completing extensive keyboarding exercises students will **learn to format basic business and personal documents and letters and cite sources**.

Recommended Grades: 8+

Prerequisites: None

Thursdays 8:30 – 10:00 AM – Starting August 8 for 16 weeks

Minimum 6 students required to start

Access to a computer with Microsoft Office for outside-class work is required

Location:

New in 2019: We have our own Bellevue Tutorial computer lab equipped with 14 laptops for in-class student use. Access to a computer with MS office applications is required for outside-class work.

Textbook: Provided on loan

Century 21™ Computer Applications and Keyboarding; South-Western (2009 edition)

Teacher:

Michelle Bollenbach; Contact Bellevue Tutorial, 901-347-5518, tutorial@bellevue.org

Cost:

\$220 tuition (16 weeks)

No other fees

About the teacher:

Michelle is a graduate of Christian Brothers University with a BS in Marketing. She also attended the University of Memphis for her teaching certificate with endorsements in Business Education for grades 7-12 and Business Technology for grades 6-12. She has also obtained Microsoft Office Specialist industry certifications in Word 2016, Excel 2016, and PowerPoint 2016. Michelle has extensive experience teaching Accounting, Keyboarding, and Computer Applications and helping students successfully complete industry certifications for Microsoft Office. Mrs. Bollenbach has been a member of Bellevue Baptist Church 26 years and enjoys working with the KWOW ministry and performing in The Singing Christmas Tree.