COURSE DESCRIPTION

Course Title: _Word 101_

Course Number: _0505_

Course Prerequisites: _None_

Course Description: (Include "no final exam" or "final exam required")
Students in this course will learn how to type for vocational use on computers and study the basic skills. Students will use Microsoft Word to complete activities. Straight copy, rough draft copy, and statistical copy are all utilized. Accuracy and speed help to determine student progress. Practice includes E-mail, memorandums and announcements, personal and business letters in various styles, tabulated tables, MLA reports, outlines, business reports and manuscripts. **Word 101** is an excellent elective for all students. **Word 101** is required for 10th grade business students.

Final Exam in required.

Suggested Grade Level: _10-12_

Length of Course: _____ One Semester _X_ Two Semesters _____ Other

(Describe)

Units of Credit: _1_ (Insert _NONE_ if appropriate.)

PDE *Certification and Staffing Policies and Guidelines (CSPG)* **Required Teacher Certification(s)**

(Insert certificate title and CSPG#) _Business_

Certification verified by WCSD Human Resources Department:

_X_ Yes _____ No

Board Approved Textbooks, Software, Materials:
Title: Computer Keyboarding Essentials
Publisher: South-Western
ISBN #: 978-0-538-44906-9
Copyright Date: 2010
Date of WCSD Board Approval:

BOARD APPROVAL:

    Date Written: November, 2009

    Date Approved:

    Implementation Year: 2010

Suggested Supplemental Materials: (List or insert **None**)
Ozark Zoological Park: A Word Processing Simulation 2E 978-0-538-43951-0
Microsoft Office 2007 software
MicroPace (Timed writing software)
MicroType

Course Standards

PA Academic Standards: (List by Number and Description)
13.1.11 Career Awareness and Preparation C, F
13.2.11 Career Acquisition (Getting a Job) E
13.3.11 Career Retention and Advancement A, E, G

WCSD Academic Standards: (List or **None**)
None

Industry or Other Standards: (List, Identify Source or **None**)
NOCTI

WCSD EXPECTATIONS

WCSD K-12 Expectations for instruction in writing, reading, mathematics and, technology have
been developed and revised annually. The teacher will integrate all WCSD Expectations into
this planned instruction.

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a
student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND ELIGIBLE CONTENT WHERE APPLICABLE

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

PA Standard: 13.1.11 Career Awareness and Preparation C, F

X – performance assessed during that semester

		Performance Indicators	1	2	Assessment
C.		Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices			• Quizzes • Teacher Observation • Tests
F.		Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Immediate part/full time employment			

PA Standard: 13.3.11 Career Retention and Advancement E

X – performance assessed during that semester

		Performance Indicators	1	2	Assessment
E.		Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge.			

PA Standard: 13.3.11 Career Retention and Advancement A, E, G

X – performance assessed during that semester

		Performance Indicators	1	2	Assessment
A.		Evaluate personal attitudes and work habits that support career retention and advancement.			• Quizzes • Teacher Observation • Tests
E.		Evaluate time management strategies and their application to both personal and work situations.			
G.		Evaluate the impact of lifelong learning on career retention and advancement.			

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

Formative Assessments: The teacher will develop and use standards-based assessments throughout the course.

Portfolio Assessment: _____ Yes __X__ No

District-wide Final Examination Required: _____ Yes __X__ No

Course Challenge Assessment (Describe):
Performance Assessments

REQUIRED COURSE SEQUENCE AND TIMELINE
(Content must be tied to objectives)

Content Sequence	Dates
Touch Typing Method Review (Alphabetic and Numeric)	25 days
Document Formatting and Word Processing Skills	79 days
Practice Set	25 days
Timed Writings	36 days
Enrichment	15 days

Objectives:

Student will key information using the Touch Typing Method.

Student will use correct Document Formatting when preparing all documents.

Student will demonstrate the correct skills when preparing all documents

WRITING TEAM: F. Darlene Albaugh, Mary Ann Jones

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination?   __X__ Yes   _____ No

2. Does this course issue a mark/grade for the report card?   __X__ Yes   _____ No

3. Does this course issue a Pass/Fail mark?   _____ Yes   __X__ No

4. Is the course mark/grade part of the GPA calculation?   __X__ Yes   _____ No

5. Is the course eligible for Honor Roll calculation?   __X__ Yes   _____ No

6. What is the academic weight of the course?

   _____ No weight/Non credit   __X__ Standard weight

   _____ Enhanced weight (Describe)