

**WARREN COUNTY SCHOOL DISTRICT**  
**PLANNED INSTRUCTION**

**COURSE DESCRIPTION**

**Course Title:** Word 201 and Certification

**Course Number:** \_\_\_\_\_

**Course Prerequisites:** Word 101

**Course Description:** (Include “no final exam” or “final exam required”)

**Word 201** is a continuation of those principles taught in Word 101 with added emphasis on refining typing skills through more complex problem work, technique refinement and higher speed goals. **Word 201** is a requirement for business students. A practice set (business simulation) is used to give a practical approach. At the end of this class, students will have the opportunity to test for the Microsoft Office Certification for Word. **Word 201** is an excellent elective for any junior or senior who has successfully completed Word 101.

Microsoft Certification is the final exam for a business completer.

**Suggested Grade Level:** 11-12

**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)

Adventure Fitness: A Keyboarding Simulation 6E 978-0-538-44299-2

Microsoft Office Word 2007 book

MicroPace (Timed writing software)

Microsoft Office 2007 Software

## **Course Standards**

### **PA Academic Standards:** (List by Number and Description)

#### **Career Education and Work Standards:**

13.1.11 Career Awareness and Preparation C, F,

13.2.11 Career Acquisition (Getting a Job) C, 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)

Microsoft Office Certification 2007 - Word

## **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

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
C.	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices			<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
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:** 3.2.11 Career Acquisition (Getting a Job) C, E

X – performance assessed during that semester

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but limited to: Job application, Resume			
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

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
A.	Evaluate personal attitudes and work habits that support career retention and advancement			<ul style="list-style-type: none"> <li>• Quizzes</li> <li>• Teacher Observation</li> <li>• Tests</li> </ul>
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			

X – performance assessed during that semester

## 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](mailto: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
Review Document Formatting	20 days
Word Processing Skills	44 days
Practice Set	60 days
Timed Writings	36 days
Enrichment	20 days

### Objectives:

Student will key all documents using the correct Document Formatting.

Student will demonstrate the correct Word Processing Skills when preparing all documents.

Student will demonstrate a mailability format when preparing all documents from the practice set.

Student will demonstrate the skills needed to Microsoft Office certify.

**WRITING TEAM:** F. Darlene Albaugh, Mary Ann Jones

**REVIEWED BY:** Suzanne Hornick, Karen Motter

### WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? ☐ Yes ☒ No
2. Does this course issue a mark/grade for the report card? ☒ Yes ☐ No
3. Does this course issue a Pass/Fail mark? ☐ Yes ☒ No
4. Is the course mark/grade part of the GPA calculation? ☒ Yes ☐ No
5. Is the course eligible for Honor Roll calculation? ☒ Yes ☐ No
6. What is the academic weight of the course?  
☐ No weight/Non credit ☒ Standard weight  
☐ Enhanced weight (Describe)