

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

**COURSE DESCRIPTION**

**Course Title:** Word 101

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

**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 10<sup>th</sup> 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)

# Keyboarding Practice Set

## Current Microsoft Office software

## Timed writing software

## Keyboarding instruction software

## 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

## 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: 13.3.11 Career Retention and Advancement E

X – performance assessed during that semester

	<b>Performance Indicators</b>	<b>1</b>	<b>2</b>	<b>Assessment</b>
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.			

## 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
Touch Keyboarding 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 Keyboarding 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)