

WARREN COUNTY SCHOOL DISTRICT

PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Word 101
Course Number: 00565
Course Prerequisites: None

Course Description: An in-depth course that covers how to use Microsoft Word to create professional-looking documents. This course is a good foundational course for any student because being able to use Microsoft Word is an essential skill in today’s digital age. Whether one is a student in high school or college, or if in the workplace, the written communication form is vital to the educational experience or the professional work output. The quality of the final written form is highly important to the overall impression of the data or message being presented. Students will learn a multitude of skills, such as how to set up letters and reports, create brochures, tables, Works Cited pages, table of contents pages, and resumes.

Suggested Grade Level: Grades 9-12
Length of Course: Two Semesters
Units of Credit: 1

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certifications:

Business, Computer Information Technology CSPG-33

To find the CSPG information, go to [CSPG](#)

Certification verified by the WCSD Human Resources Department: Yes No

WCSD STUDENT DATA SYSTEM INFORMATION

Course Level: Academic
Mark Types: Check all that apply.
F – Final Average MP – Marking Period EXM – Final Exam

GPA Type: GPAEL-GPA Elementary GPAML-GPA for Middle Level NHS-National Honor Society
 UGPA-Non-Weighted Grade Point Average GPA-Weighted Grade Point Average

State Course Code: 12006

To find the State Course Code, go to [State Course Code](#), download the Excel file for SCED, click on SCED 6.0 tab, and chose the correct code that corresponds with the course.

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TEXTBOOKS AND SUPPLEMENTAL MATERIALS

Board Approved Textbooks, Software, and Materials:

Title: Computer Keyboarding Essentials
Publisher: South-Western, Cengage Learning
ISBN #: 978-0-538-44906-9
Copyright Date: 2010
WCSD Board Approval Date: 1/11/2010

Supplemental Materials: Online Supplemental Materials

Curriculum Document

WCSD Board Approval:

Date Finalized: 11/23/2009
Date Approved: 1/11/2010
Implementation Year: 2010-2011

SPECIAL EDUCATION, 504, and GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP), Chapter 15 Section 504 Plan (504), and/or Gifted Individual Education Plan (GIEP).

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SCOPE AND SEQUENCE OF CONTENT, CONCEPTS, AND SKILLS

Performance Indicator	PA Core Standard and/or Eligible Content	Month Taught and Assessed for Mastery
Evaluate work product and make recommendations based on content.	15.3.12.A	August January
Analyze business documents for content and effectiveness.	15.3.12.B	September February
Apply the creative and productive use of emerging technologies for educational and personal success.	15.4.12.A	September February
Evaluate emerging input technologies.	15.4.12.D	September February
Create an advanced digital project using sophisticated design and appropriate software/applications.	15.4.12.G	October March
Find and use primary documentation; employ an accepted protocol for citation,	15.4.12.L	October March
Analyze personal characteristics, talents, skills, abilities and career assessment results as related to career pathways, clusters, or occupations.	15.2.12.A	October March
Evaluate business materials (including web based resources) for value to purpose, quality, and appropriateness.	15.3.12.D	November April
Evaluate chosen print and electronic resources for advanced research.	15.3.12.E	November April
Evaluate presentations for language, proper techniques and media choices.	15.3.12.H	November April
Demonstrate appropriate work ethic in the workplace, community, and classroom.	15.3.12.N	December May
Identify the diverse communications skills necessary within an organization (e.g., customer relations, sales, management).	15.3.12.O	December May
Analyze communication channels and their effectiveness within the corporate culture.	15.3.12.Q	December May
Evaluate best practices of communication based on culture, practice, and laws related to supervising others in a corporate entity.	15.3.12.R	December May
Evaluate electronic communication options based on need.	15.3.12.S	January May
Critique the effectiveness of various electronic communication options related to desired outcomes.	15.3.12.U	January June
Collaborate via electronic communication with peers, educators, and/or professionals to meet organizational goals.	15.3.12.W	January June

ASSESSMENTS

PSSA Academic Standards, Assessment Anchors, and Eligible Content: The teacher must be knowledgeable of the PDE Academic Standards, Assessment Anchors, and Eligible Content and incorporate them regularly into planned instruction.

Formative Assessments: The teacher will utilize a variety of assessment methods to conduct in-process evaluations of student learning.

Effective formative assessments for this course include: Quizzes, Exit Questions, and Projects

Summative Assessments: The teacher will utilize a variety of assessment methods to evaluate student learning at the end of an instructional task, lesson, and/or unit.

Effective summative assessments for this course include: Final Exam, Tests, Quizzes, and Projects