Course Title: Word 101
Course Number: 00565 / 00920B1 AM / 00970B1 PM
Course Prerequisites: None

Course Description: 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
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: January 11, 2010
BOARD APPROVAL:

Date Written: November, 2009
Date Approved: January 11, 2010
Implementation Year: 2010-2011

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**

<table>
<thead>
<tr>
<th>Performance Indicators</th>
<th>1</th>
<th>2</th>
<th>Assessment</th>
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</thead>
</table>
| 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**

<table>
<thead>
<tr>
<th>Performance Indicators</th>
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<th>2</th>
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<tbody>
<tr>
<td>E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge.</td>
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</table>

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

<table>
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</table>
| 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)

<table>
<thead>
<tr>
<th>Content Sequence</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch Keyboarding Method Review (Alphabetic and Numeric)</td>
<td>25 days</td>
</tr>
<tr>
<td>Document Formatting and Word Processing Skills</td>
<td>79 days</td>
</tr>
<tr>
<td>Practice Set</td>
<td>25 days</td>
</tr>
<tr>
<td>Timed Writings</td>
<td>36 days</td>
</tr>
<tr>
<td>Enrichment</td>
<td>15 days</td>
</tr>
</tbody>
</table>

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?        No 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          Standard weight
     Enhanced weight (Describe)