

Warren County School District
PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Administrative Assisting

Course Number: 00930 AM & 00980 PM

Course Prerequisites: A student should have earned at least six (6) credits to be enrolled in Accounting

Course Description:

52.0401 Administrative Assistant & Secretarial Science, General

Students will develop the knowledge and skills necessary for entry-level employment or post-secondary educational opportunities in the area of Administrative Assistant/Business and its many related fields. The program is designed around five basic business modules: Word 101/201, Money 101, Principles of Business, Digi-Tools and Essentials of Professional Communications. Learning experiences will be provided through a variety of course textbook activities, business simulations and real-world applications, including the use of and certification in Microsoft Office 2016. Students will develop the use of modern technology in the workplace, learn how to manage a business office and develop the professional skills needed to be successful in an office setting. Professional attitudes will be developed through the Future Business Leaders of America (FBLA) program and activities.

Suggested Grade Level: Grades 10-12

Length of Course: One Semester X Two Semesters Other (Describe)

Units of Credit: Three (3) Elective credits per year [up to nine (9) credits with Optional COOP]

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s): CSPG #13: Emergency Certification, #66: Vocational Instruction & Vocational Intern Certification, #7: Level II (Permanent Certification), or Code: 1603 Business/Computer Information Technology

Certification verified by WCSD Human Resources Department:

 X Yes No

Board Approved Textbooks, Software, Materials:

Title: DigiTools: Communication, Information and Technology Skills, 3e

Publisher: South-Western Cengage

ISBN #: 978-0-538-74129-3

Copyright Date: 2012

Title: Century 21 Computer Skills and Applications, lessons 1-90
Publisher: South-Western Cengage
ISBN #: 978-1-111-57175-7
Copyright Date: 2015

Title: Computer Keyboarding Essentials
Publisher: South-Western Cengage
ISBN #: 978-0-538-74714-1
Copyright Date: 2010

Title: Shelly Cashman Series: Applications 2016-365
Office 365 & Excel 2016
Office 365 & Powerpoint 2016
Office 365 & Word 2016
Office 365 & Access 2016
Office 365 & Outlook 2016
Publisher: South-Western Cengage
ISBN #: 978-1-305-87072-7
978-1-305-87081-9
978-1-305-87101-4
978-1-305-87063-5
978-1-305-87114-4
Copyright Date: 2017

Title: Personal Financial Literacy
Publisher: South-Western Cengage
ISBN #: 978-0-538-44452-1
Copyright Date: 2008

SUPPLEMENTAL MATERIALS:

Title: Microsoft Word 2010 (Microsoft Office Specialist Approved Courseware)
Publisher: South-Western Cengage
ISBN #: 978-0-538-74714-1
Copyright Date: 2011

Title: Shelly Cashman Series: Microsoft Excel 2010, Access 2010, Powerpoint 2010 (Microsoft Office Specialist Approved Courseware)
Publisher: South-Western Cengage
ISBN #: 978-2-4390-7901-1; 978-1-4390-7902-7; 978-1-4390-7903-4
Copyright Date: 2012

Date of WCSD Board Approval: March 13, 2017

BOARD APPROVAL:

Date Written: February 15, 2017

Date Approved: March 13, 2017

Implementation Year: 2017 - 2018

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).

COURSE OUTLINE

List the units to be taught throughout the course. Provide a brief description of what will be taught in each unit.

For standards, essential questions, content, and skills see Curriculum Map – See Task Grid

PA Academic Standards: Aligned with PA Standards

PA Standard 13.1.11 Career Awareness and Preparation A, B, C, D, E, F, H

Performance Indicators

- A. Relate careers to individual interests, abilities and aptitudes
- B. Analyze career options based on personal interests, abilities, aptitudes, achievement and goals
- C. Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.
- D. Evaluate a school-based opportunities for career awareness/preparation.
- E. Justify the selection of a career.
- F. Analyze the relationship between career choices and career opportunities, such as, but not limited to: Associate degree, Baccalaureate degree, Certificate/licensure, Immediate part/full time employment, entrepreneurship.
- H. Review personal high school plan against current personal career goals and select post-secondary opportunities based upon personal career interests.

PA Standard 13.2.11 Career Retention (Getting a job) A, B, C, E

Performance Indicators

- A. Apply effective speaking and listening skills used in a job interview.
- B. Apply research skills in searching for a job.
- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to job application, letter of appreciation and application and 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, B, C, D, E, F, G

Performance Indicators

- A. Evaluate personal attitudes and work habits that support career retention and advancement.
- B. Evaluate team member roles to describe and illustrate active listening techniques.
- C. Evaluate conflict resolution skills as they relate to the workplace.
- D. Develop personal budget based on career choice.
- E. Evaluate time management strategies and their application to both personal and work situations.
- F. Evaluate strategies for career retention and advancement in response to the changing global workplace.
- G. Evaluate the impact of lifelong learning on career retention and advancement

PA Standard 13.4.11 Entrepreneurship A, B, C, D

Performance Indicators

- A. Analyze entrepreneurship as it relates to personal career goals and corporate opportunities

- B. Analyze entrepreneurship as it relates to personal character traits
- C. Analyze intervention plans and evaluate their effectiveness in specific situations
- D. Analyze intervention plans and evaluate their effectiveness in specific situations.

COURSE SEQUENCE AND TIMELINE

Business writing	45 hours
Editing	30 hours
Grammar	30 hours
Proofreading	40 hours
Mechanics of writing	15 hours
Law and Justice	20 hours
Contracts	15 hours
Property Law	15 hours
Employment Law	15 hours
Business Organizations	15 hours
Law and Finance	15 hours
Ethics	15 hours
Punctuation	20 hours
Spelling	20 hours
Vocabulary	30 hours
Workplace Communications	20 hours
Touch Keyboarding method Review	25 hours
Document Formatting and Word Processing Skills	100 hours
Timed Writings	70 hours
Word Processing Skills	45 hours
Digital Communication Tools	20 hours
Input Technologies	25 hours
Power Applications	25 hours
Increasing Productivity	25 hours
Digital Workbook	15 hours
Career Profiles	25 hours
Practice Sets	165 hours
Enrichment	180 hours
	TOTAL
	1080 hours
 COOP	
	Varied
	@ 36 weeks

Objectives:**Students will...**

- Be able to identify consequences of unethical and illegal conduct
- Be able to differentiate between jurisdiction of the federal and state court systems
- Be able to differentiate between the different classes of contracts
- Be able to distinguish between the different types of property law
- Be able to identify legislation that requires employee rights, employment conditions and worker benefits
- Be able to differentiate between different business organizations
- Be able to demonstrate an understanding of commercial paper, secured transactions and bankruptcy.
- Use correct Mechanics of Writing on all documents
- Use proper Business Writing on all documents
- Edit all documents for proper grammar, punctuation, spelling and vocabulary
- Use proper Workplace Communications
- Key information using the Touch Keyboarding Method
- Use correct Document Formatting when preparing all documents
- Demonstrate the correct skills when preparing all documents
- Demonstrate the correct Word Processing skills when preparing all documents
- Demonstrate a mail-ability format when preparing all documents from the practice set
- Demonstrate the skills needed to Microsoft Office certify
- Have an understanding of Digital Communication Tools
- Have an understanding of the different Input Technologies
- Have an understanding of how to use the Power Applications
- Have an understanding of how to use the tools for Increasing Productivity
- Have an understanding of different Career Profiles
- Understand the information on the Digital Workbook
- Demonstrate an understanding of appropriate procedures for their specific Practice Set

ASSESSMENT

Summative Assessments: NOCTI Written and Performance Test (2nd or 3rd year students) developed by the National Occupational Competency Testing Institute. Students who score advanced will receive the PA Skills Certificate in Retail Trades signed by the Governor of Pennsylvania. Students who score advanced and successfully complete the Program of Study Task Grid will earn SOAR PA state-wide articulated credit and any additional approved articulated college credit.

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

Portfolio Assessment: _____ Yes X No

District-wide Common Final Examination Required: X Yes _____ No

Course Challenge Assessment (Describe): N/A

WRITING TEAM: Beth Hornick and James Evers and reviewed by current School Board approved OAC Membership.

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? X Yes _____ No
**Warren County School District Policy 9741 and 9744 state, "All classes in grades 9-12 shall have a final exam".*
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) AP