

WORD PROCESSING I

PLANNED COURSE CURRICULUM GUIDE

I. COURSE DESCRIPTION AND INTENT:

The students will learn the proper keying technique and the keys on the keyboard. Basic word processing applications such as memos, personal-business and business letters, reports, and tables will be included in the course. Microsoft XP software will be used. Emphasis will be on improving speed and accuracy in keying as well as proofreading accurately.

II. INSTRUCTIONAL TIME:

Class Periods: 180

Length of Class Periods (minutes): 42 MINUTES

Length of Course: FULL YEAR

Unit of Credit: 1

Course Weight: 1.0

A GREAT PLACE TO LEARN!



PINE GROVE AREA SCHOOL DISTRICT
PINE GROVE, PENNSYLVANIA

PINE GROVE AREA SCHOOL DISTRICT
Pine Grove, Pennsylvania 17963

PLANNED COURSE ADAPTATIONS/MODIFICATIONS
Introduction

The instructional adaptations that follow are provided as suggestions to be implemented with all students, particularly with those in need of special education services including the gifted. This listing is in no way intended to be exhaustive. Rather, it is reflective of some major considerations in the area of curriculum adaptations/modifications.

These instructional adaptations will work with any student, but are especially beneficial to those in need of learning support. Some may argue that these modifications are simply *good teaching*. Indeed, modifications of this type do represent good teaching. These principles of good teaching become instructional modifications whenever: (1) certain students in a particular class require such modifications *above and beyond* what is typically required by *most* students in that class and (2) without these modifications, these same students would not succeed.

PREFACE

Users and information seekers should familiarize themselves with the purpose and terminology of this **Planned Course Curriculum Guide (PCCG)**. We suggest that you first read the following:

- **PCCG PURPOSE AND INTENT**
- **PCCG DEFINITIONS**

The PCCG specifies the unit lesson outcome, essential content, standards, activities, resources, and evaluation of student performance. This sector provides the means to initiate the learning activities to attain the program goal as identified in the course description and intent.

The standards and outcomes are minimal expectations; further embellishment of the course is discretionary with the instructor depending upon the capability of the students.

This PCCG is designed as an ACTIVE document capable of technological modification as required.

The instructional delivery of this curriculum is quality controlled through the lesson plan development of the teacher.

Lawrence J. Mussoline, Jr., Ph.D.
Superintendent of Schools

PLANNED COURSE CURRICULUM GUIDE (PCCG) PURPOSE AND INTENT

The Planned Course Curriculum Guide (PCCG) is a multi-purpose document:

- All staff, particularly new teachers, can understand instructional expectations through the WRITTEN curriculum
- A continuing district-wide instructional process and scope and sequence of subject matter are enhanced. The WRITTEN curriculum is delivered through the TAUGHT curriculum (instructional content and learning activities) and is evaluated through the TESTED curriculum (expected levels of student achievement - learning outcomes)
- Priority student-centered outcomes are identified and attained through suggested learning activities and content designed to help insure a balanced and comprehensive basic curriculum
- Essential content and course standards provide an efficient basis for selecting appropriate instructional materials and resources
- Staff development areas for curriculum improvement are provided
- The PCCG conforms with current Pennsylvania Department of Education curriculum regulations and serves the dual feature of providing both an administrative document and an instructional guide
- Content and subject format remain flexible and adaptable to modification - an "active" document
- Special Pennsylvania Department of Education (PDE) legislation is identified
- Parents and students are provided with an overview of the instructional program and each course in particular

PLANNED COURSE CURRICULUM GUIDE (PCCG) DEFINITIONS

- **Course Description and Intent**: a brief overview of the course and program goals
- **Instructional Time**: frequency of class meetings and time/appropriate credit at the secondary level
- **Special Notes**: emphatic features or highlights and identification of Department of Education mandates found in the course
- **Unit Lesson Outcome**: describes the knowledge, skills, attitudes, student performance behaviors and areas of study that have been identified as appropriate to help the student attain the rigorous standards of a quality education
- **Teaching-Learning Activities**: suggested activities designed to help all students achieve the learning outcomes and standards
- **Standards**: statements establishing the minimal knowledge, skills, performance behaviors, and essential learning (content) a student must attain. A standard defines what students should know and be able to do
- **Expected Levels of Achievement (Learning Outcomes)**: what students will be expected to do as a result of the application of teaching-learning activities and content
- **Evaluation Criteria (Actual Level of Attainment)**: student performance level achieved and measured through specified evaluation criteria

LEARNING STANDARDS AND CONTENT ACTIVITIES

Statement of student learning expectations achieved through suggested teaching-learning activities and selected content to help reach standards and graduation requirements.

Academic Content Standard #VI Input Technology

VI. Use input technologies appropriately to enter and manipulate text and data.

ESSENTIAL CONTENT PERFORMANCE STANDARD	CONTENT & INSTRUCTIONAL ACTIVITIES/STRATEGIES WITH CORRECTIVES AND EXTENSIONS <i>(individually created teaching activities may be used to achieve the standards; however, listed below are activities which may be helpful) ©</i>	ACTUAL LEVEL OF ATTAINMENT (EVALUATION CRITERIA) ASSESSMENT	RESOURCES AND MATERIALS
<p>STANDARD</p> <p>VI.1 Develop input technology skills for acceptable speed and accuracy levels that adhere to principles of repetitive strain avoidance.</p>	<p>VI.1 Daily exercise completion of the software Microtype Pro Alphabetic Keyboarding Lessons 1-20.</p> <p>Daily exercise completion of the software Microtype Pro Numeric Keyboarding Lessons 1-16.</p> <p>Daily exercise completion of the software Microtype Pro Numeric Keypad Lessons 1-4.</p> <p>Daily exercise completion of the software Microtype Pro Keyboarding Skill Builder Speed Lessons 1-20.</p> <p>Daily exercise completion of the software Microtype Pro Keyboarding Skill Builder Accuracy Lessons 1-20.</p>	<p>VI.1 Teacher Observation</p> <p>Student's performance and rating in the Microtype Pro Alphabetic Keyboarding Lessons 1-20; Numeric Keyboarding Lessons 1-16; Numeric Keypad Lessons 1-4; Skill Builder (Speed) Lessons 1-20; and Skill Builder (Accuracy) Lessons 1-20.</p> <p>Timed writings according to Speed and Accuracy Reports generated by software.</p> <p>Keyboard Test.</p>	<p>VI.1 Computer Microsoft Pro Software</p> <p>Microtype Pro Lesson Summary Sheets</p> <p>Keyboard test</p> <p>Log-In Instructions</p> <p>Timed Writings – Textbook 121 Timed Writings with Skillbuilding Drills; Clayton; Sixth Edition; South-Western.</p>

LEARNING STANDARDS AND CONTENT ACTIVITIES

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Academic Content Standard

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STANDARD VI.2 Describe the safe and appropriate use of input tools and techniques.	VI.2 Students will use proper keyboarding techniques to accelerate speed and accuracy in keyboarding and to prevent physical injury due to repetitive strain. Handout on proper keyboarding technique and computer ergonomics. Emphasize the correlation between keyboarding technique and GWAMS/Accuracy.	VI.2 Teacher Observation Discussion and questions and answers Review computer ergonomics	VI.2 Computer Computer Ergonomics Handout Microtype Pro Software

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Academic Content Standard #III Workplace Expectation – Continual Skills

III. Relate the importance of workplace expectation to career development.

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<p>STANDARD</p> <p>III.E.1 Identify resources for developing and strengthening workplace skills.</p>	<p>III.E.1 Discuss with students the importance of acquiring computer application skills in Word for educational and career benefits.</p> <p>Illustration on the bulletin board of the different careers/jobs that use computer literacy.</p>	<p>III.E.1 Discussion on importance of acquiring computer application skills.</p> <p>Discussion on what jobs use computer literacy.</p>	<p>III.E.1 Bulletin Board</p> <p>Handout</p>

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Academic Content Standard # I Information Technology

I. Assess the impact of information technology on society.

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<p>STANDARD</p> <p>I.1 Identify information technology developments that have changed the way humans do their work.</p>	<p>I.1 Identify the different ways people work because of the developments in technology. (e.g., office workers, medical personnel, factory workers, banking workers, mechanics, etc.)</p> <p>Make a list of these different work areas.</p>	<p>I.1 Discussion and questions and answers on technology in the workplace.</p> <p>Reviewing the list of work areas.</p>	<p>I.1 Handout</p>

LEARNING STANDARDS AND CONTENT ACTIVITIES

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Academic Content Standard # I Communication

I. Communicate in clear, courteous, concise and correct manner on personal and professional levels.

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<p>STANDARD</p> <p>C. Written Communication</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Horizontal Centering</p>	<p>I.C.1 Students will learn to center lines horizontally.</p> <p>Students will center lists, announcements, and menus.</p> <p>Students will key and edit various documents.</p>	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Textbook:</p> <ul style="list-style-type: none"> • <u>Century 21 Keyboarding and Informational Processing</u> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Memos</p>	<p>I.C.1 Review directions and format guides for formatting memos and e-mail.</p> <ul style="list-style-type: none"> • Students will learn to format simplified memos properly. • Students will learn to format standard memos properly. • Students will learn to format interoffice memos properly. • Students will learn to format e-mail messages properly. • Students will key and edit various memos. 	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Textbooks:</p> <ul style="list-style-type: none"> • <u>Century 21 Keyboarding and Informational Processing</u> • <u>Century 21 Computer Applications and Keyboarding</u> <p>Format Guide</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Letters</p>	<p>I.C.1 Review directions and format guides for formatting personal-business letters and business letters.</p> <ul style="list-style-type: none"> • Students will learn the features of block-style letters. • Students will learn to format personal-business letters in block format. • Students will learn to format business letters in block format. • Students will key and edit various letter. 	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Textbooks:</p> <ul style="list-style-type: none"> • <u>Century 21 Keyboarding and Informational Processing</u> • <u>Century 21 Computer Applications and Keyboarding</u> <p>Format Guide</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Reports</p>	<p>I.C.1 Review directions and format guides for formatting unbound and bound reports.</p> <ul style="list-style-type: none"> • Students will learn the format features of unbound and bound reports. • Students will format a play review and book review. • Students will process multiple page unbound and bound reports. • Students will learn to format reports with textual citations, references, and footnotes. • Students will learn to process a references page. • Students will learn to format reports in MLA Style. • Students will key and edit various reports. 	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Textbooks:</p> <ul style="list-style-type: none"> • <u>Century 21 Keyboarding and Informational Processing</u> • <u>Century 21 Computer Applications and Keyboarding</u> <p>Supplementary Reports</p> <p>Format Guide</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Tables</p>	<p>I.C.1 Review directions and format guides for formatting tables.</p> <ul style="list-style-type: none"> • Students will learn the placement/arrangement of basic table parts. • Students will learn to format tables using the table formatting features • Students will key and edit various tables. 	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Table Formatting Sheet</p> <p>Textbook:</p> <ul style="list-style-type: none"> • <u>Century 21 Computer Applications and Keyboarding</u> <p>Format Guide</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Table of Content</p>	<p>I.C.1 Review directions and format guides for formatting a table of content.</p> <ul style="list-style-type: none"> • Students will learn to format and process a table of content. • Students will key and edit a table of content. 	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Textbook:</p> <ul style="list-style-type: none"> • <u>Century 21 Computer Applications and Keyboarding</u> <p>Format Guide</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.1 Compose and produce a variety of business messages and reports using correct style, format, and content.</p> <p>Microsoft Office XP Word Software Application</p> <p>Documents: Topic Outline</p>	<p>I.C.1 Review directions and format guides for formatting a topic outline.</p> <ul style="list-style-type: none"> • Students will learn to format and process a topic outline. • Students will key and edit a topic outline. 	<p>I.C.1 Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate keyed, formatted, and edited documents.</p>	<p>I.C.1 Direction Sheets</p> <p>Textbook:</p> <ul style="list-style-type: none"> • <u>Century 21 Computer Applications and Keyboarding</u> <p>Format Guide</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.2 Apply a variety of specific proofreading techniques.</p> <p>I.C.3 Compare drafts to final documents and make changes.</p> <p>I.C.4 Proofread business documents.</p> <p>I.C.5 Edit business documents to improve content and effectiveness.</p> <p>I.C.6 Refine documents using electronic spell check, thesaurus, and grammar check tools.</p> <p>Microsoft Office XP Word Software Application</p>	<p>I.C.2 - I.C.6</p> <ul style="list-style-type: none"> • Students will learn to edit and proofread documents. • Students will review capitalization rules. • Students will review number expression rules – when to use word or number. • Students will review proofreader's marks. • Students will review language skills. • Students will review some punctuation rules. • Students will use spell check, thesaurus, and grammar check tools to edit the documents they will be keying in this class. 	<p>I.C.2 – I.C.6</p> <p>Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate documents paying attention to editing and proofreading skills.</p> <p>Grading documents using proofreader's marks.</p> <p>Tests on capitalization and number expression rules.</p>	<p>I.C.2 – I.C.6</p> <p>Textbook:</p> <ul style="list-style-type: none"> • <u>Century 21 Computer Applications and Keyboarding</u> • <u>Century 21 Keyboarding and Informational Processing</u> <p>Handouts: Capitalization rules, number expression rules, and proofreader's marks.</p> <p>Computer</p> <p>Microsoft Office XP Word</p>

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<p>STANDARD</p> <p>I.C.7 Compose appropriate messages and documents.</p> <p>Microsoft Office XP Word Software Application</p>	<p>I.C.7</p> <ul style="list-style-type: none"> • Students will compose, format, key, edit, and proofread a memo assignment. • Students will compose, format, key, edit, and proofread a letter assignment. • Students will research, compose, format, key, edit, and proofread a report. 	<p>I.C.7</p> <p>Teacher Instruction and Observation.</p> <p>Questions and answers.</p> <p>Evaluate documents paying attention to editing and proofreading skills.</p> <p>Evaluate keyed, formatted, and edited composed documents.</p>	<p>I.C.7</p> <p>Textbook:</p> <ul style="list-style-type: none"> • <u>Century 21 Computer Applications and Keyboarding</u> • <u>Century 21 Keyboarding and Informational Processing</u> <p>Assignment handouts for memo, letter, and report assignments.</p> <p>Direction handouts for memo, letter, and report assignments.</p> <p>Computer</p> <p>Microsoft Office XP Word</p>