

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Presentation Applications

Course Code: 034352 CIP Code: 11.0103

COURSE INTRODUCTION:

Course Rationale: This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.

Course Description: This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

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| UNIT DESCRIPTION: Students will use PowerPoint to create professional business presentations. | | SUGGESTED UNIT TIMELINE: Quarter (43 days) CLASS PERIOD (min.): 50 min class periods | | | | | |
| ESSENTIAL QUESTIONS: 1. What is a business presentation? 2. How do you give a business presentation? 3. Why is it important to present information visually and orally? | | | | | | | |
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| ESSENTIAL MEASURABLE LEARNING OBJECTIVES | | CCSS LEARNING GOALS (Anchor Standards/Clusters) | CROSSWALK TO STANDARDS | | | | |
| | | | GLEs/CLEs | PS | CCSS | NBEA | DOK |
| 1. Demonstrate correct use of presentation software terminology | | | | | RI.11-12.4 | COMM.I.B.1.4 | 1 |
| 2. Create, format, and edit presentations | | | | | | IT.V.1.2 | 4 |
| 3. Enhance presentations (e.g., sound, animation, graphics, transitions, and video) | | | | | N-Q.1 N-Q.2 N-Q.3 | IT.V.3.5 | 3 |
| 4. Apply design and layout principles to presentations | | | | | N-Q.1 N-Q.2 N-Q.3 | COMM.IV.3.8 | 3 |
| 5. Deliver an oral presentation | | | | | | COMM.I.3.5 | 4 |
| 6. Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes) | | | | | | COMM.I.4.5 | 4 |
| 7. Integrate input from various software applications | | | | | | IT.V.3.5 | 3 |
| ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.) Formative: Textbook Chapter Exercises, About Me PowerPoint, Decades PowerPoint, Business Research Project, “Where Do You Want to Go | | | | | | | |

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| to College?" (Compare/Contrast Colleges), Spring Break Destination Summative: Performance (Capstone) Project *Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.) | |
| Obj. # | INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods) |
| 1-7 | 1. Guided Practice Presentation to master unfamiliar concepts |
| 2 | 2. Guided Notes |
| 1-7 | 3. Formative Assessment PowerPoint activities |
| Obj. # | INSTRUCTIONAL ACTIVITIES: (What Students Do) |
| 1-7 | 1. Course Textbook Practice Exercises |
| 2 | 2. PowerPoint Calendar Project |
| 1-7 | 3. Additional PowerPoint activities from Formative Assessment Instructional Strategy_All About Me PPT Project Instructional Strategy_Business Research Project Instructional Strategy_Decades PowerPoint Jeopardy PowerPoint (http://www.p12.nysed.gov/ciai/chf/midjep/jepmidclass.html) |
| UNIT RESOURCES: (include internet addresses for linking) http://lessonplans.btskinner.com/computer.html - Tonya Skinner's Computer Applications Resources http://www.gcflearnfree.org/ - Computer Applications Resources Resources@MCCE - BE CD ROM 4, PowerPoint Training XP Course Vol 1: MacAcademy/WindowsAcademy, ORMOND BEACH, FL, MACACADEMY/WINDOWSACADEMY, 2003. PowerPoint Training XP Course Vol 1: Window Anatomy, Create Presentations, Create Slides, Enter | |

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Text, Format Text, Help Menu, Drawn Objects, Format Drawn Objects, Autoshape Toolbar, Using Clip Art, Slide Sorter, Printing.

Resources@MCCE - BE CD ROM 6, PowerPoint Training XP Course Vol 3: MacAcademy/WindowsAcademy, ORMOND BEACH, FL, MACACADEMY/WINDOWSACADEMY, 2003. Powerpoint Training XP Course Vol 3: Charts, Create Templates, Advance Text, Diagrams, Combine Presentations, Basic Slide Show, Advance Slide Show, Hyperlinks, Reminders & Options, Linking, Customize Tools, Web Or PPT Show.