

**DESE Model Curriculum: Computer Applications (CIP Code: 11.0103)**

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

| <b>COURSE INTRODUCTION</b>  |   |            |
|---|---|------------|
| <p>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.</p> <p>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.</p> |   |            |
| <b>UNIT DESCRIPTION</b>   | <b>SUGGESTED UNIT TIMELINE</b>                                |            |
| Students will use PowerPoint to create professional business presentations.   | Quarter (43 days)   |            |
|   | <b>CLASS PERIOD (min.)</b>                                    |            |
|   | 50 min class periods  |            |
| <b>ESSENTIAL QUESTIONS</b>  |   |            |
| <ol style="list-style-type: none"> <li>1. What is a business presentation?</li> <li>2. How do you give a business presentation?</li> <li>3. Why is it important to present information visually and orally?</li> </ol>  |   |            |
| <b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>   | <b>NBEA STANDARD</b>  | <b>DOK</b> |
| 1. Demonstrate correct use of presentation software terminology   | 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)   | IT.V.3.5  | 3          |
| 4. Apply design and layout principles to presentations  | 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          |
| <b>ASSESSMENT DESCRIPTIONS</b>  |   |            |
| <ol style="list-style-type: none"> <li>1. Formative: Textbook Chapter Exercises, About Me PowerPoint, Decades PowerPoint, Business Research Project, "Where Do You Want to Go to College?" (Compare/Contrast Colleges), Spring Break Destination</li> <li>2. Summative: Performance (Capstone) Project</li> </ol>   |   |            |
| <b>OBJ. #</b>   | <b>INSTRUCTIONAL STRATEGIES</b>                               |            |
| 1-7   | 1. Guided Practice Presentation to master unfamiliar concepts |            |
| 2   | 2. Guided Notes   |            |
| 1-7   | 3. Formative Assessment PowerPoint activities                 |            |

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| OBJ. #         | INSTRUCTIONAL ACTIVITIES  |
|----------------|---|
| 1-7            | 1. Course Textbook Practice Exercises   |
| 2              | 2. PowerPoint Calendar Project  |
| 1-7            | 3. Additional PowerPoint activities from Formative Assessment   |
| 1-7            | 4. Instructional Strategy_All About Me PPT Project  |
| 1-7            | 5. Instructional Strategy_Business Research Project   |
| 1-7            | 6. Instructional Strategy_Decades PowerPoint  |
| 1-7            | 7. Jeopardy PowerPoint ( <a href="http://www.p12.nysed.gov/ciai/chf/midjep/jepmidclass.html">http://www.p12.nysed.gov/ciai/chf/midjep/jepmidclass.html</a> )  |
| UNIT RESOURCES |   |
| 1.             | <a href="http://lessonplans.btskinner.com/computer.html">http://lessonplans.btskinner.com/computer.html</a> - Tonya Skinner's Computer Applications Resources |
| 2.             | <a href="http://www.gcflearnfree.org/">http://www.gcflearnfree.org/</a> - Computer Applications Resources   |