

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

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Word Processing 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 word processing application software to create professional quality business documents.	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 makes a document difficult to read?</li> <li>2. Why is proofreading business documents important?</li> <li>3. What process would you use to create and format business documents (letters, memos, outlines, newsletters, reports, etc.) using word processing application software?</li> <li>4. How would you successfully mass mail a business document to potential clients?</li> <li>5. What process would you use to insert and manipulate graphics?</li> <li>6. What process would you use to create and format a table using word processing application software?</li> </ol>		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Demonstrate correct use of word processing terminology	COMM.I.B.1.4	1, 2
2. Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)	COMM.I.D.3.14 COMM.I.D.3.10 IT.V.1,2	2, 3
3. Proofread and edit documents	COMM.I.D.3.6 COMM.I.D.2,6	2, 3
4. Manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs)	COMM.IV.3.8	1, 2
5. Create and format tables	IT.V.3.5	2
6. Create mail-merge documents	IT.V.3.5	2
7. Insert and manipulate graphics	COMM.IV.1.4 IT.V.3.5	2
8. Create documents using templates	COMM.IV.1.4 IT.V.3.5	2

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9. Create hyperlinks within document	IT.V.3.5	2
10. Prepare envelopes and labels	IT.V.3.5	2
11. Illustrate the use of enhancement features (e.g., borders, lines, shading, bold, bullets)	COMM.IV.3,8	2, 3, 4
12. Demonstrate use of automatic features (e.g., AutoCorrect, spell-check, thesaurus)	COMM.IV.2.6	1
<b>ASSESSMENT DESCRIPTIONS</b>		
1. Formative: Course Textbook Exercises, Word Table Battleship, Creating a Maze, Graduation/Birthday Party Mail Merge		
2. Summative: Production Exam (Capstone Exam)		
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
1-12	1. Guided Practice	
2, 4	2. Controlling Text Packet; Controlling tabs & indents packet	
7	3. Graphics and Borders Packet	
11	4. Drawing Tools Packet	
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>	
1-12	1. Textbook Chapter Exercises	
2, 4	2. Controlling Text Activities; controlling tabs and indents activities	
7	3. Drawing Tools, Borders & Graphics activities	
11	4. Word Drawing Tools Activity	
<b>UNIT RESOURCES</b>		
1. <a href="http://lessonplans.btskinner.com/computer.html">http://lessonplans.btskinner.com/computer.html</a> - Tonya Skinner's Computer Application Resources		
2. <a href="http://pjnicholson.com/mjcomapp/amazingmazes.htm">http://pjnicholson.com/mjcomapp/amazingmazes.htm</a> - Creating a Maze Activity		