

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Word Processing 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 word processing application software to create professional quality business documents.	SUGGESTED UNIT TIMELINE: Quarter (43 days) CLASS PERIOD (min.): 50min class periods					
ESSENTIAL QUESTIONS: 1. What makes a document difficult to read? 2. Why is proofreading business documents important? 3. What process would you use to create and format business documents (letters, memos, outlines, newsletters, reports, etc.) using word processing application software? 4. How would you successfully mass mail a business document to potential clients? 5. What process would you use to insert and manipulate graphics? 6. What process would you use to create and format a table using word processing application software?						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Demonstrate correct use of word processing terminology				RI.11-1.4	COMM.I.B.1.4	1, 2
2. Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)				W.11-12.2	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

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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
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
<p>ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)</p> <p>Formative: Course Textbook Exercises, Word Table Battleship, Creating a Maze, Graduation/Birthday Party Mail Merge</p> <p>Summative: Production Exam (Capstone Exam)</p> <p>*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 #.)</p>						
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)					
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					
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)					
1-12	1. Textbook Chapter Exercises					

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2, 4	2. Controlling Text Activities; controlling tabs and indents activities
7	3. Drawing Tools, Borders & Graphics activities
11	4. Word Drawing Tools Activity
UNIT RESOURCES: (include internet addresses for linking) http://lessonplans.btskinner.com/computer.html - Tonya Skinner's Computer Application Resources http://pjohnicholson.com/mjcomapp/amazingmazes.htm - Creating a Maze Activity Resources@MCCE - BE 11.0101 A24, 61 Cooperative Learning Activities For Computer Classrooms: Rachel Anderson ME, J. WESTON WALCH PUBLISHER, 1996. Activities to teach computer technology, word processing, database management, spreadsheet usage.	