

DESE Model Curriculum: Computer Applications (CIP Code: 11.0103)
 GRADE LEVEL/UNIT TITLE: 11-12/Construct Business Documents using Presentation Applications

COURSE INTRODUCTION		
<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>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Students will use PowerPoint to create professional business presentations.	Quarter (43 days)	
	CLASS PERIOD (min.)	
	50 min class periods	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> 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? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
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
OBJ. #	INSTRUCTIONAL STRATEGIES	
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