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| **Dates** | **SCS Objectives** | **Essential Standard** | **Essential Questions** | **Teaching Methodology** |
| **Done at beginning of the semester** | | | **Adjust as semester progresses** | |
| *Dates you will cover this objective* | *Objective # i.e. Module 1, 2, 3, 4, 5 and 6* | *Describe the Content* | *What major questions should your students be able to answer?* | *How are you teaching them--lecture, activity, or project?* |
| 1 week | Supplemental:  Module 1  Desktop Publishing –  Basics | Purpose of Publications such as Business Card, Letterhead, Flyer, Brochure and Newsletter. | • What are five types of publications?  • What publication is the most effective means for communicating information to the selected audience and for the selected topic? | Graphic Organizer, Lecture with PPT.  Guided Practice – Business Card, Letterhead, Flyer, Brochure and Newsletter.  Independent Practice – Student will produce a sample of the 5 types of publications. |
| 3 weeks | Module 2  Word Processing – Advanced Business Documents | Agenda, Minutes, Research Report and Table of Contents. | * What are appropriate formatting guidelines for business documents and why is formatting important? * Which business document is the most appropriate means of communication in a given business situation and why? | Graphic Organizer, Lecture with PPT.  Guided Practice – Agenda, Minutes, Research Report and Table of Contents.  Independent Practice – Student will produce a sample of 4 types of advanced business documents. |
| 5 weeks | Module 3  Spreadsheets –  Basics & Formulas | Spreadsheets and Components of Spreadsheets, Formatting, Spreadsheet Operations. | • What formatting options are used in spreadsheets and why?  • What operations and formulas are commonly used in spreadsheets? Why?  • What results are produced by the operations and formulas? | Graphic Organizer, Lecture with PPT.  Guided Practice –Spreadsheet Basics & Formulas  Independent Practice – Students will complete modules with basic formulas, take tests. |
| 1 week | Supplement:  Module 4  Spreadsheet –  Charts | Understand how to use/created spreadsheet charts. | * What is the difference between a graph and a chart? * What is the purpose of a chart? * Which charts are used commonly in business and why? * How is the type of chart determined? | Graphic Organizer, Lecture with PPT.  Guided Practice – Spreadsheet Charts.  Independent Practice – Students will produce sample charts. |
| 1 week | Module 5 Presentation –  Techniques | Methods of Presentation & Delivery & Distribution, Oral Presentation, Multimedia Presentation | * What method and technique of information disbursement is most effective? | Graphic Organizer, Lecture with PPT.  Students will then use the presentation techniques to create 3 presentations. |
| 5 weeks and 2 days | Module 6  Presentation –  Basics | Uses of Presentation Software, preparation, Presentation/Delivery Decisions, Procedures | • When should presentation software be used to communicate information?  • What content is appropriate for delivery through presentation software? | Graphic Organizer, Lecture with PPT.  Guided Practice – how to create PowerPoint Presentations.  Independent Practice – Students will create an Educational, Persuasive, and Narrative Presentation, which will result into a final project. |