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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 1Desktop 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 2Word 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 3Spreadsheets – 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 & FormulasIndependent Practice – Students will complete modules with basic formulas, take tests. |
| 1 week | Supplement:Module 4Spreadsheet – 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 6Presentation – 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. |