

District Overview:

The overarching goal of the business department is to prepare students for the many places of their personal and professional lives. A basic understanding of the language of business and technology can drastically improve understandings and decision making for life choices. In the curriculum, students will not only be exposed to basic business concepts, but also the skills of presentation, critical thinking, teamwork, creativity, and other skills in high demand. The department will provide a myriad of experiential learning through interactions with experts in the field, location visits, simulations, industry certifications, and real-world problems taken from the business community. By infusing our curriculum with these real-world experiences, we can provide meaningful learning experiences that allow students to take ownership in their learning.

Word Processing Description:

Word processing software is used by businesses across all industries throughout the world. It is a vital communication tool and is therefore one of the most critically important computer skills that students should learn. This course provides comprehensive, skills-based experience designed to help produce professional documents. The course will show students how to apply word processing skills to their own life. Students will explore the power of word processing as they develop professional documents such as letters, resumes and promotional flyers and incorporate relevant topics. From formatting paragraphs to working with graphics and visual elements with an emphasis on real-world scenarios and workplace readiness. The course showcases a variety of practical uses for word processing and gives students the tools they need to make word processing work for them.

Objectives:

- To learn and apply basic word processing commands
- To improve basic communication skills
- To develop proofreading and editing skills
- To compose and edit documents at the keyboard
- To explore critical skills needed for career success
- To develop soft skills for career success through applications and a capstone project

Units:

- Unit 1: Document Basics & Formatting
- Unit 2: Graphics and Visual Elements
- Unit 3: Professional Documents



Subject: Word Processing	Grade: 9-12	Suggested Timeline: 5 Weeks
Unit Title: Document Basics & Formatting		
Unit Overview/Essential Understanding: Word processing has become such a common tool that one might take its power for granted. Creating documents and making changes to existing documents is second nature to many people. Throughout a student's life they will be expected to submit papers and other assignments that have been keyed accurately and formatted attractively. Enhanced word processing skills will result in time saved and will also give students a competitive advantage in courses, part-time jobs, and ultimately their career.		
Essential Questions: <ul style="list-style-type: none">• How can I use Word processing software to make my life easier?• How do I use different tools in Microsoft Word to enhance my work?• How do you use tab markers to simplify a document?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Learn and apply essential Word commands• Create, save, and print documents• Apply text, paragraph, and page formats• Navigate, review, and edit documents• Build keyboarding skills		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.3.12.A - Evaluate work product and make recommendations based on content• 15.3.12.B - Analyze business documents for content and effectiveness		
Important Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.3.12.C - Create a research project based upon defined parameters• 15.3.12.I - Synthesize information gathered from multiple sources (e.g., digital, print, face to face)• Management NBEA.VIII.A.3.A-C - Use appropriate technology tools for business applications		

Misconceptions:

- Students may have a preconceived idea of how to complete a task which may take them longer and possibly create more problems for them as new features are introduced.

Concepts/Content:

- Creating a document
- Naming a document
- Saving options
- Revising a document
- Renaming a document
- Saving an existing document
- Changing font and font size
- Printing a document
- Closing a document
- Increasing and decreasing font size
- Aligning text
- Creating numbered lists
- Font color
- Text case
- Symbols
- Strikethrough
- Standard bullets
- Customized bullets
- Borders
- Page breaks
- Hyperlinks
- Find and replace
- Spelling and grammar check

Competencies/Skills:

- Creating, naming, and saving a document
- Compose, organize, and edit information using keyboard and functions
- Identifying components of the Word Window
- Revising, renaming, and saving an existing document
- Format and enhance text
- Changing font style, color, and effects
- Creating a numbered list
- Inserting a standard and customized bullet
- Adjusting text size, paragraph, and character styles
- Work with hyperlinks
- Changing paragraph spacing
- Formatting numbered lists and customized numbered list
- Centering a table vertically and horizontally
- Creating two columns

Description of Activities:

- Teacher guided instruction on Word basic features
- Exercises and activities that could include “State Symbols”, “Fortune 500 Companies”, etc.
- Class discussions relating to questions such as “Proper Way to Save”, “Bullets”, etc.

<ul style="list-style-type: none"> • Thesaurus tool • Paragraph line spacing • Word count • Numbered list • Customized number list • Inserting tables • Shading cells, rows, and columns • Inserting rows • Merging cells • Column width • Cell alignment • Row height • Text direction • Images • Table placement • Columns • Justifying text • Tabs • Dot leader lines • Headers/footers • Page numbers • Page orientation • Custom margins • Page border 	<ul style="list-style-type: none"> • Setting left, right, center, and decimal tabs • Creating customized header and footers 	
<p>Assessments:</p> <ul style="list-style-type: none"> • Formative and summative assessments to assess understanding • Assessments may include quizzes, practical tests, assignments, and certification exam 		



Interdisciplinary Connections:

- Formatting skills that can be used for creating documents in other classes as well as outside the classroom
- Create effective and professional documents for both personal and business use

Additional Resources:

- Microsoft Office Word software
- District approved textbook and materials
- Teacher created resources
- Online Resources
- Desktop or laptop computer
- Internet access
- Printer



Subject: Word Processing	Grade: 9-12	Suggested Timeline: 5 Weeks
Unit Title: Graphics and Visual Elements		
Unit Overview/Essential Understanding: Proper use of graphics can greatly enhance the appearance of a document, help illustrate a point, or convey important information. In this unit students will focus on creating a variety of effective graphics and incorporate them into documents. Major emphasis is given to using graphics, enhancing appearance and adding attention-getting features. Students learn how to create and format pictures, online pictures (clip art), WordArt, and SmartArt diagrams. Students create and revise equal-column newsletters that include graphics and page borders. In addition, they continue to build keyboarding and production skills.		
Essential Questions: <ul style="list-style-type: none">• How can graphics/drawing tools enhance the overall message of a flyer or newsletter?• In what ways can text boxes eliminate the frustration of having text interfere with other elements on a page?• How do graphics enhancements in text transform a written piece into a visual communication?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Work with shapes by changing the effects, fills, outlines, and grouping• Create pictures that are resized, rotated, and formatted with borders• Hyperlink images to websites• Create and save templates		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.3.12.A - Evaluate work product and make recommendations based on content• Management - NBEA.V.3.E - Use advanced features of productivity software• Management - NBEA.VIII.A.3.A - Analyze business documents for content and effectiveness		
Important Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.3.12.B - Analyze business documents for content and effectiveness• 15.3.12D - Evaluate business materials for value related to purpose, quality and appropriateness		



- 15.3.12.1 - Synthesize information gathered from multiple sources (e.g., digital, print, face to face)
- 15.4.12.A - Apply the creative and productive use of emerging technologies for educational and personal success

Misconceptions:

- Too many graphics do not detract from the message.

Concepts/Content:

- Shapes
- Effects
- Fill
- Outline
- Resizing
- Grouping
- Pictures
- Resizing pictures
- Rotating
- Layout
- Borders
- Text boxes
- Resizing boxes
- Wrapping text
- Grouping objects
- WordArt
- SmartArt
- Drop Caps
- Hyperlinking images
- Templates
- Objects

Competencies/Skills:

- Using shapes
- Inserting and formatting pictures
- Working with text boxes
- Wrapping text within a text box
- Grouping a text box with other objects
- Adding hyperlinks to images
- Working with a template

Description of Activities:

- Teacher guided instruction graphic and visual effects in Word
- Exercises and activities that could include “School Newsletter”, “Club Flyer”, etc.
- Class discussions relating to questions such as “Proper Use of Text Boxes”, “How can Graphics Enhance a Project”, etc.



Assessments:

- Formative and summative assessments to assess understanding
- Assessments may include quizzes, practical tests, assignments, and certification exam

Interdisciplinary Connections:

- Graphic skills that can be used in creating documents in other classes as well as outside the classroom
- Word Processing skills can be used for creating flyers and enhanced projects in other classes as well as outside the classroom
- Create effective and professional documents for both personal and business use

Additional Resources:

- Microsoft Office Word software
- District approved textbook and materials
- Teacher created resources
- Online Resources
- Desktop or laptop computer
- Internet access
- Printer



Subject: Word Processing	Grade: 9-12	Suggested Timeline: 8 Weeks
Unit Title: Professional Documents		
Unit Overview/Essential Understanding: Businesses use a variety of business documents to communicate and conduct business in a professional environment. From brief email messages and memos, to complex legal documents and financial reports, it is essential that all business documents be well-written and properly formatted. It is important to become familiar with various types of business documents. As one enters the business world, one will find that concise, professional writing presented in a standard format is expected and appreciated.		
Essential Questions: <ul style="list-style-type: none">• What information should I communicate in a memorandum?• How does a writer effectively communicate their message in a business letter?• Why is using a block style business letter important?• What is the difference between a personal business letter and a business letter?• What is a resume?• What are the benefits of a mail merge?		
Unit Objectives: Students will be able to: <ul style="list-style-type: none">• Properly format memo, business letters, newsletters, resumes, and flyers• Create envelopes• Create mail merges• Edit letters		
Focus Standards Addressed in this Unit: <ul style="list-style-type: none">• 15.3.12.A - Evaluate work product and make recommendations based on content• 15.3.12.B - Analyze business documents for content and effectiveness• 15.3.12.D - Evaluate business materials for value related to purpose, quality and appropriateness• 15.3.12.I - Synthesize information gathered from multiple sources (e.g., digital, print, face to face)		

- 15.3.12.S - Evaluate electronic communication options based on need
- 15.4.12.G - Create an advanced digital project using sophisticated design and appropriate software/applications

Important Standards Addressed in this Unit:

- 15.3.12.F - Evaluate a speaker's reasoning and intent; ask questions to deepen understanding
- 15.3.12.T - Demonstrate application of digital citizenship in work and personal situations
- 15.3.12.U - Critique effectiveness of various electronic communication options
- 15.3.12.W - Collaborate via electronic communication with peers, educators
- 15.4.12.D - Evaluate emerging input technologies

Misconceptions:

- You need to individually edit mail merge documents.
- Students may be too young to create a personal resume.

Concepts/Content:

- Identifying business documents
- Memo formatting
- Margins
- Text alignment
- Line spacing
- Letter formatting
- Envelope
- Mail merge
- Newsletters
- Letterhead
- Business card
- Flyers
- Shadow/dash style
- Resume basics
- MLA report formatting

Competencies/Skills:

- Identify and create various business documents
- Use proper memo formatting
- Understand parts of a block style business letter
- Understand difference between personal and business letters
- Format and create business letterhead
- Create a business card
- Design a business flyer
- Create a functional resume

Description of Activities:

- Teacher guided instruction on various business documentation
- Exercises and activities that could include “Thank you Letter”, “Resume”, etc.
- Class discussions relating to questions such as “What should be included in a resume?”, “Personal vs. Business Letter”, etc.

Assessments:

- Formative and summative assessments to assess understanding
- Assessments may include quizzes, practical tests, assignments, and certification exam

Interdisciplinary Connections:

- Word Processing skills can be used in creating documents/projects in other classes as well as outside the classroom
- Create effective and professional documents for both personal and business use

Additional Resources:

- Microsoft Office Word software
- District approved textbook and materials
- Teacher created resources
- Online Resources
- Desktop or laptop computer
- Internet access
- Printer