

Transitions Digital Applications Curriculum Map



Notes to the Instructor

Dear Instructors,

There are a few things that we thought would be helpful for you to know, before getting into the content of the curriculum map.

- The duration of each lesson on the following pages is designed to cover the span of two hours, but should be adjusted based on the needs of your students.
- This Curriculum Map has been created and adapted with the curriculum resources from Northstar Digital Literacy in mind.
- The units that will be covered are Microsoft Word, Microsoft Excel, Microsoft Powerpoint, as well as supplemental lessons from the Career Search Skills lessons in Northstar.
- This map is intended to be taught in a 96 course hour format.
- The standards listed within this document are the North Carolina Adult Education Standards.
- The following is meant to be a guide for implementing this course, but should be adjusted based on the needs of the students you serve.

We hope this map is helpful for you in successfully implementing the Digital Applications course in your school.

Sincerely,

The Digital Literacy Team
Coastal Carolina Community College

Transition Digital Applications Curriculum Map

Unit 1

Microsoft Word

Week 1

Lesson 1

Introduction to Course

Introduction to the Course and Student Technology Self-Assessment

Goal/Objective:

- Students will become acquainted with the instructor, other students and the course
- Students will demonstrate current proficiency in technology.

Standards:

T.4.1.2: Identify spreadsheets as a tool for organizing information.

T.5.1.1: Identify and discuss components of multimedia.

T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.

Week 1

Lesson 2

Using Applications in the Workplace

Using Applications in the Workplace

Goal/Objective:

- Students will be introduced to Microsoft Word, Powerpoint and Excel
- Students will understand why these applications are helpful in the workplace

Standards:

T.1.1.5: Identify and discuss the uses of and changes in technology devices and the impact technological changes have had on business, transportation, communications, industry, and agriculture in the student's local community and society in general.

T.1.1.7: Identify and discuss technology skills needed for the workplace now and in the future and how they impact the student as an adult learner today.

Week 1

Lesson 3

Word Orientation

Word Orientation

Goal/Objective:

- Students will be able to open and close new and existing Word documents
- Open and close a Word template
- Recognize parts of a Word window, including the Quick Access Toolbar and ribbon

Standards:

T.4.1.4: With a simple document, identify, discuss, and use menu/tool bar functions in word processing applications.

T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.

Week 1

Lesson 4

Preparing to Create a Resume

Preparing to Create a Resume

Goal/Objective:

- Students will be introduced to the concept of a resume
- Students will learn why resumes are important
- Students will understand how they can use word processing software to create a resume

Standards:

T.4.1.1: Identify basic word processing terms

T.4.4.1: Recognize, discuss, select, and use WP/DTP terms, concepts, features, and functions to develop (e.g., design, format, layout), edit/revise, and publish documents for a specific audience and purpose.

Unit 1

Microsoft Word

<p>Week 2 Lesson 5 Formatting Text</p>	<p style="text-align: center;">Formatting Text</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn how to change fonts to meet their writing needs• Identify ribbon tools and shortcuts to format text <p>Standards:</p> <p>T.4.1.3: Identify, discuss, and use word processing as a tool to enter letters, numbers, words, and phrases.</p> <p>T.4.1.4: With a simple document, identify, discuss, and use menu/tool bar functions in word processing applications.</p> <p>T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.</p>
<p>Week 2 Lesson 6 Bullets and Alignment</p>	<p style="text-align: center;">Bullets and Alignment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Change the spacing and alignment of text• Add bullets and numbers to make a list <p>Standards:</p> <p>T.4.2.2: Identify, discuss, & use word processing as a tool to open, edit, print, & save.</p> <p>T.4.2.3: Identify and use basic word processing terms and concepts (e.g., desktop, menu, tool bar, document, text, line spacing, margins, spell check).</p> <p>T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.</p>
<p>Week 2 Lesson 7 Setting Up a Document</p>	<p style="text-align: center;">Setting Up a Document</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to save a document using correct name and location• Customize the margins and orientation of a document• Recognize common Microsoft Word file extensions <p>Standards:</p> <p>T.4.2.2: Identify, discuss, & use word processing as a tool to open, edit, print, & save.</p> <p>T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.</p> <p>T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p>
<p>Week 2 Lesson 8 Creating a Resumé</p>	<p style="text-align: center;">Creating a Resumé</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to identify parts of a resume• Define and give examples of hard and soft skills• List steps to remember when writing, sharing and communicating about resumes• Edit a resume using a template as a guide <p>Standards:</p> <p>T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>

Unit 1

Microsoft Word

<p>Week 3 Lesson 9 Inserting a Table</p>	<p style="text-align: center;">Inserting a Table</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will be able to insert a table into a document in order to create a daily schedule• Students will learn to edit documents using spelling and grammar check <p>Standards:</p> <p>T.4.2.3: Identify and use basic word processing terms and concepts (e.g., desktop, menu, tool bar, document, text, line spacing, margins, spell check).</p> <p>T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 3 Lesson 10 Cut, Copy and Paste</p>	<p style="text-align: center;">Cut, Copy and Paste</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to cut, copy and paste parts of a document in order to move or copy text• Insert shapes into a document in order to move or copy text• Insert shapes into a document in order to point out something important• Insert a hyperlink into a document <p>Standards:</p> <p>T.4.2.4: Use the formatting toolbar to format and change the appearance of word processing documents.</p>
<p>Week 3 Lesson 11 Cover Letters: Part I</p>	<p style="text-align: center;">Preparing to Create a Cover Letter</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will be introduced to the concept of a cover letter• Students will learn why cover letters are important <p>Standards:</p> <p>T.4.1.1: Identify basic word processing terms</p> <p>T.4.4.1: Recognize, discuss, select, and use WP/DTP terms, concepts, features, and functions to develop (e.g., design, format, layout), edit/revise, and publish documents for a specific audience and purpose.</p>
<p>Week 3 Lesson 12 Cover Letters: Part II</p>	<p style="text-align: center;">Creating a Cover Letter</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will understand how they can use word processing software to create a cover letter• Students practice drafting, editing and revising their own cover letters <p>Standards:</p> <p>T.4.2.2: Identify, discuss, and use word processing as a tool to open, edit, print, and save documents.</p> <p>T.4.4.2: Demonstrate knowledge of the advantages and disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p>

Unit 1

Microsoft Word

<p>Week 4 Lesson 13 Creating and Editing a Document</p>	<p style="text-align: center;">Creating and Editing a Document</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to undo (fix) a mistake• Insert an image, text and hyperlink into a document• Print a document by choosing the correct printer <p>Standards: T.4.1.3: Identify, discuss, and use word processing as a tool to enter letters, numbers, words, and phrases. T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories.</p>
<p>Week 4 Lesson 14 Microsoft Word Unit Project</p>	<p style="text-align: center;">Microsoft Word Unit Project</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn more about the writing process• Students will practice using Microsoft Word as a tool to enrich their experience with the writing process <p>Standards: T.4.2.5: Use word processing as a tool to write, edit, & publish sentences, paragraphs, and stories. T.4.3.5: Select and use WP/DTP menu and tool bar features to revise and change existing documents.</p>
<p>Week 4 Lesson 15 Review</p>	<p style="text-align: center;">Review Day</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will go through review with instructor, in order to prepare for the test• Students will have time to ask questions, review concepts from this unit <p>Standards: T.4.2.2: Identify, discuss, and use word processing as a tool to open, edit, print, and save documents. T.4.4.2: Demonstrate knowledge of the advantages and disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p>
<p>Week 4 Lesson 16 Microsoft Word Post-Assessment</p>	<p style="text-align: center;">Microsoft Word Post-Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will have time to ask the instructor last minute questions before taking the assessment• Students will take the Microsoft Word Post-Assessment in Northstar <p>Standards: T.4.2.2: Identify, discuss, and use word processing as a tool to open, edit, print, and save documents. T.4.4.2: Demonstrate knowledge of the advantages and disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p>

Unit 2

Microsoft Excel

<p>Week 5 Lesson 1 Microsoft Excel Pre-Assessment</p>	<p style="text-align: center;">Microsoft Excel Pre-Assessment & Introduction to Excel</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will take the Microsoft Excel assessment in Northstar• After the assessment, the teacher will introduce Microsoft Excel to students <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>
<p>Week 5 Lesson 2 What is a Spreadsheet</p>	<p style="text-align: center;">What is a Spreadsheet</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will begin to get familiar with Microsoft Excel• Students will be introduced to spreadsheets• Students will begin working with spreadsheets <p>Standards: T.3.1.1: Identify spreadsheets as a tool for organizing information. T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>
<p>Week 5 Lesson 3 Entering Data</p>	<p style="text-align: center;">Entering Data</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to find the active cell• Students will learn to name a cell by finding its row and column• Type information into cells <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>
<p>Week 5 Lesson 4 Taking a Survey and Entering Survey Data</p>	<p style="text-align: center;">Taking a Survey and Entering Survey Data</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn about surveys• Students will take a survey• Students will learn how to enter survey data <p>Standards: T.5.4.3: Plan, design, and develop a multimedia product using data (e.g., graphs, charts, database reports) to present information in the most effective way, citing sources.</p>

Unit 2

Microsoft Excel

<p>Week 6 Lesson 5 Formatting Text</p>	<p style="text-align: center;">Formatting Text</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Identify the ribbon tools to format text• Format text to make important words stand out <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information. T.3.1.3: Identify and discuss spreadsheet terms and concepts (e.g., collect, organize, classify graph, display, cell, column, row, values, labels, chart, formula, sort, classify, bar graphs, line graphs, pie charts).</p>
<p>Week 6 Lesson 6 Headings</p>	<p style="text-align: center;">Headings</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Make headings to name each category• Combine two cells with merge and center• Change the format of data to currency <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>
<p>Week 6 Lesson 7 Organizing a Workbook</p>	<p style="text-align: center;">Organizing a Workbook</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Use copy and paste to quickly write repeating data• Use cut and paste to move data to different cells• Make new worksheets in order to have more places to type data• Make or delete rows or columns <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information T.3.1.3: Identify and discuss spreadsheet terms and concepts</p>
<p>Week 6 Lesson 8 Creating a Budget</p>	<p style="text-align: center;">Creating a Budget</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will talk about creating a budget• Students will learn how they can use Microsoft Excel to create a budget for themselves and their families <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>

Unit 2

Microsoft Excel

<p>Week 7 Lesson 9 Analyzing Data</p>	<p style="text-align: center;">Analyzing Data</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Select a group of cells• Find the average of numbers in a group of cells• Sort cells A-Z <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>
<p>Week 7 Lesson 10 Formulas</p>	<p style="text-align: center;">Formulas</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Write math equations in the formula bar• Use fill to calculate a lot of numbers quickly• Use AutoSum to add numbers <p>Standards: T.3.1.3: Identify and discuss spreadsheet terms and concepts (e.g., collect, organize, classify graph, display, cell, column, row, values, labels, chart, formula, sort, classify, bar graphs, line graphs, pie charts).</p>
<p>Week 7 Lesson 11 Tracking Sales and Expenses</p>	<p style="text-align: center;">Tracking Sales and Expenses</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will talk about tracking sales and expenses• Students will practice using Microsoft Excel to track sales and expenses <p>Standards: T.3.1.3: Identify and discuss spreadsheet terms and concepts (e.g., collect, organize, classify graph, display, cell, column, row, values, labels, chart, formula, sort, classify, bar graphs, line graphs, pie charts).</p>
<p>Week 7 Lesson 12 Inserting Charts</p>	<p style="text-align: center;">Inserting Charts</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Insert a bar chart or pie chart• Change the size of the chart• Add a title to the chart <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information (e.g., organize, calculate, graph data, solve problems, make predictions, and present data) in a variety of settings (e.g., schools, government, business, industry, communications, transportation, mathematics, science).</p>

<p>Week 8 Lesson 13 Saving and Printing</p>	<p style="text-align: center;">Saving and Printing</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Print a spreadsheet • Select an orientation before printing • Save a spreadsheet <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information T.3.1.3: Identify and discuss spreadsheet terms and concepts</p>
<p>Week 8 Lesson 14 Displaying Survey Data</p>	<p style="text-align: center;">Displaying Survey Data</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will learn about displaying survey data • Students will learn about how to use Microsoft Excel to display survey data • Students will use Microsoft Excel to organize data • Students will practice creating spreadsheets, based on class schedule data <p>Standards: T.3.1.2: Recognize, discuss, and investigate how spreadsheets are used to process information T.3.1.3: Identify and discuss spreadsheet terms and concepts</p>
<p>Week 8 Lesson 15 Review</p>	<p style="text-align: center;">Review Day</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will go through review with instructor, in order to prepare for the test • Students will have time to ask questions, review concepts from this unit <p>Standards: T.4.2.2: Identify, discuss, and use word processing as a tool to open, edit, print, and save documents. T.4.4.2: Demonstrate knowledge of the advantages and disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p>
<p>Week 8 Lesson 16 Microsoft Excel Post-Assessment</p>	<p style="text-align: center;">Microsoft Excel Post-Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none"> • Students will complete last minute review before the assessment • Students will take Microsoft Excel Post Assessment <p>Standards: T.4.2.2: Identify, discuss, and use word processing as a tool to open, edit, print, and save documents. T.4.4.2: Demonstrate knowledge of the advantages and disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p>

Unit 3

Microsoft Powerpoint

<p>Week 9 Lesson 1 Microsoft Powerpoint Pre- Assessment</p>	<p style="text-align: center;">Microsoft Powerpoint Pre-Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will take the Microsoft Powerpoint Pre-Assessment• After finishing the assessment, the instructor may have time to do a quick introduction of Powerpoint <p>Standards: T.5.1.1: Identify and discuss components of multimedia. T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p>
<p>Week 9 Lesson 2 Orientation to Powerpoint</p>	<p style="text-align: center;">Orientation to Powerpoint</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to start a new presentation• Select a theme for the presentation• Insert a new slide• Select a layout for a new slide• Recognize parts of a powerpoint screen <p>Standards: T.5.1.1: Identify and discuss components of multimedia. T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p>
<p>Week 9 Lesson 3 Presentations in the Workplace</p>	<p style="text-align: center;">Presentations in the Workplace</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Explain what a presentation is and how it can be helpful in the workplace• List common items to include in a presentation for the workplace• Identify what makes a strong workplace presentation <p>Standards: T.5.1.1: Identify and discuss components of multimedia. T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p>
<p>Week 9 Lesson 4 Review Day</p>	<p style="text-align: center;">Review Day</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will go through review with instructor• Students will have time to catch up on their classwork <p>Standards: T.4.2.2: Identify, discuss, and use word processing as a tool to open, edit, print, and save documents. T.4.4.2: Demonstrate knowledge of the advantages and disadvantages of using word processing to develop, publish, and present information to a variety of audiences.</p>

Unit 3

Microsoft Powerpoint

<p>Week 10 Lesson 4 Formatting text</p>	<p style="text-align: center;">Formatting Text</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will choose a layout for the slide• Make the text darker• Change the size of the text• Change the alignment of the text• Make lists with bullets and numbers <p>Standards:</p> <p>T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 10 Lesson 5 Images and Text Boxes</p>	<p style="text-align: center;">Images and Text Boxes</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to insert pictures to help viewers understand a presentation• Insert text boxes to add more information to a presentation slide• Change the size of textboxes and pictures to fit in a slide• Move pictures and text boxes to organize a slide and make it easy to view <p>Standards:</p> <p>T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 10 Lesson 6 My Work History Presentation</p>	<p style="text-align: center;">My Work History Presentation</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will become familiar with conducting a formal presentation• Students will present about their work history <p>Standards:</p> <p>T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols.</p> <p>T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 10 Lesson 6.5 Searching for Jobs Using Career Search Websites</p>	<p style="text-align: center;">Searching for Jobs Using Career Search Websites</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn about different types of jobs• Students will learn how to use career search websites• Students will use career search websites to find specific types of jobs <p>Standards:</p> <p>T.6.2.1: identify, discuss, and use common terms/concepts used with the Internet, e.g., online, browser, World Wide Web, digital information, URL, keyword, search engine, navigation, resources, web address, web page, hyperlinks/links, bookmarks/favorites, webmaster, etc.</p>

Unit 3

Microsoft Powerpoint

<p>Week 11 Lesson 7 Powerpoint Etiquette</p>	<p style="text-align: center;">Powerpoint Etiquette</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Differentiate between difficult and easy to read slides• Describe how to make slides easy to read <p>Standards: T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols. T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 11 Lesson 8 Editing Slides</p>	<p style="text-align: center;">Editing Slides</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Drag text, text boxes and pictures• Fix spelling mistakes with spell check• Make copies of slides, delete slides, and move slides• Use undo to fix mistakes <p>Standards: T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols. T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 11 Lesson 9 Transitions and Animations</p>	<p style="text-align: center;">Transitions and Animations</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will learn to present a slideshow• Add transitions between slides to add interest• Add animations to pictures or text boxes to add interest• Use slide sorter to look at all of the slides• Zoom in and out to make slides bigger without changing content <p>Standards: T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols. T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 11 Lesson 10 Advertisement Presentation</p>	<p style="text-align: center;">Advertisement Presentation</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will practice using Powerpoint Presentations• Students will use Powerpoint Presentations to create mock advertisements <p>Standards: T.5.3.2: Modify an existing multimedia story to include student narration. T.5.2.4: Demonstrate knowledge of multimedia tools and concepts used by media (e.g., games, video, radio/TV broadcasts, and websites) to entertain, sell, and influence ideas and opinions.</p>

Unit 3

Microsoft Powerpoint

<p>Week 12 Lesson 11 Saving and Printing</p>	<p style="text-align: center;">Saving and Printing</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Print powerpoint slides• Print handouts that have more than one slide on a page• Save a new slideshow with a file name and place• Save new changes on a slideshow <p>Standards: T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols. T.5.2.3: Identify, discuss, and use multimedia tools (e.g., insert, import, create, edit, publish) to combine text and graphics.</p>
<p>Week 12 Lesson 12 Microsoft Powerpoint Post-Assessment</p>	<p style="text-align: center;">Microsoft Powerpoint Post-Assessment</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will do a quick review with the instructor to prepare for the Powerpoint post-assessment• Students will take the Microsoft Powerpoint post-assessment in Northstar <p>Standards: T.5.1.1: Identify and discuss components of multimedia. T.5.2.1: Identify, discuss, and use common multimedia terms and concepts.</p>
<p>Week 12 Lesson 13 Concluding Project-Portfolio Presentation Day 1</p>	<p style="text-align: center;">Concluding Project-Portfolio Presentations Day 1</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will present their presentations to the class• The class will listen to their classmates present their presentations <p>Standards: T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols. T.5.4.1: Demonstrate knowledge of the advantages and disadvantages of using multimedia to develop, publish, and present information to a variety of audiences.</p>
<p>Week 12 Concluding Project-Portfolio Presentation Day 2</p>	<p style="text-align: center;">Concluding Project-Portfolio Presentation Day 2</p> <p>Goal/Objective:</p> <ul style="list-style-type: none">• Students will present their presentations to the class• The class will listen to their classmates present their presentations• Students will receive their certificates for completing the course <p>Standards: T.5.1.2: Use multimedia software to illustrate words, phrases, concepts, numbers, and symbols. T.5.4.1: Demonstrate knowledge of the advantages and disadvantages of using multimedia to develop, publish, and present information to a variety of audiences.</p>