

DELAWARE VALLEY SCHOOL DISTRICT

PLANNED INSTRUCTION

A PLANNED COURSE FOR:

Office Technology

Grade Level: 12

Date of Board Approval: 2018

Planned Instruction

Title of Planned Instruction: Office Technology

Subject Area: Business

Grade(s): 12

Course Description: This course is designed specifically for seniors to prepare them for entrance into the business and professional workplace. Students will engage in a multi-tiered plan for finding future employment, including: researching a specific career, job search, resume and cover-letter writing. They will be instructed in the current trends and proper procedures in the job acquisition process. Furthermore, students will be designated as an office assistant in the classroom environment. Students will be challenged to apply basic and advanced software skills in realistic business situations. Students will need basic proficiency with Word, Excel, PowerPoint, and Access to complete projects. Students may require administrative approval for admittance to this class.

Time/Credit for the Course: 1/2 year, 1/2 credit

Curriculum Writing Committee: Audrey Josephite

DELAWARE VALLEY SCHOOL DISTRICT

Curriculum Map

1. Marking Period One:

- **Overview based on 45 days:**
 - i. Develop office competencies needed for employment
 - ii. Identify employability skills
 - iii. Use ethical behavior in the workplace to deal with conflict in the workplace
 - iv. Use office equipment to complete projects
 - v. Use Microsoft Office software skills to complete a job efficiently
- **Goals:**
 - i. Job Application, Resume, Cover Letter, Follow up Letter, Pre-Employment Test, Interview
 - ii. Work Manners, Ethics, and Time Management (skill prioritizing)
 - iii. Completing General Office Tasks (copying, laminating, displays, etc.)
 - iv. Preparing Marketing and Administrative Documents
 - v. Creating Personnel Documents
 - vi. Preparing Administrative Documents
 - vii. Creating Materials to Promote the Company
 - viii. Creating Training Presentations
 - ix. Prepare Advertising Materials Using Desktop Publishing Software
 - x. Improve vocabulary, spelling, handwriting, and proofreading
 - xi. Improve number writing, business calculations, and currency handling

2. Marking Period Two:

- **Overview based on 45 days:**
 - i. Improve workplace managing skills
 - ii. Use proper indexing to file documents
 - iii. Create business forms
 - iv. Improve managing office budgets
 - v. Improve handwriting and proofreading skills
 - vi. Use Microsoft Office software skills to complete a job efficiently
- **Goals:**
 - i. Managing Payroll Records
 - ii. Managing Budgets
 - iii. Managing Travel Documents
 - iv. Determining Cost for Events
 - v. Performing Statistical Analyses
 - vi. Preparing Financial Documents
 - vii. Creating Presentations for Independence Day Extravaganza
 - viii. Improve vocabulary, spelling, handwriting, and proofreading
 - ix. Improve number writing, business calculations, and currency handling

Curriculum Plan

Projects 1, 2, 3, 4, 5, 6, 7:

Marking Period: 1

Standard(s):

PA Academic Standards

Standard Area - 15.2: Career Management

- [15.2.12.D, 15.2.12.H, 15.2.12.I, 15.2.12.K, 15.2.12.L, 15.2.12.M, 15.2.12.O, 15.2.12.P, 15.2.12.Q](#)

Standard Area - 15.3: Communication

- [15.3.12.A, 15.3.12.B, 15.3.12.D, 15.3.12.E, 15.3.12.I, 15.3.12.L, 15.3.12.M, 15.3.12.N, 15.3.12.O, 15.3.12.P, 15.3.12.Q, 15.3.12.S, 15.3.12.W](#)

Standard Area - 15.4: Computer and Information Technologies

- [15.4.12.B, 15.4.12.G, 15.4.12.A, 15.4.12.K](#)

Core/Anchor(s):

[CC.3.5.11-12., CC.3.5.11-12. E, CC.3.5.11-12. G, CC.3.5.11-12. I, CC.3.6.11-12.C, CC.3.6.11-12. D, CC.3.6.11-12. E, CC.3.6.11-12. F, CC.3.5.6-8.C](#)

[CC.2.1. HS.F.2, CC.2.1. HS.F.6, CC.2.2. HS.C.2, CC.2.4. HS.B.2, CC.2.4. HS.B.6](#)

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Big Idea(s):

Essential Questions	Concept	Competencies
How do interests, abilities, and resources guide a career choice?	Job Search Process	<ul style="list-style-type: none"> • Assess personal strengths and weaknesses in relationship to career selection and success. • Evaluate internal and external influences on making career decisions. • Analyze career options based on a variety of criteria including earnings, education/training, and job requirements and outlook. Compare and contrast career opportunities in the national/international job markets using a variety of electronic and print resources. • Develop and apply career goals based on selected career choices. Develop a complete career portfolio. • Identify a network of individuals who can assist in accomplishing career goals. • Complete the steps of the job search process. • Model behavior that results in a successful interview. • Identify the costs associated with post-secondary education and/or training. • Identify resources for financial assistance for post-secondary education and/or training.
	Career Management	<ul style="list-style-type: none"> • Use evolving technologies to create and maintain a comprehensive career management file. • Compare and contrast various post-secondary options in relation to career goals. • Participate in personal/professional opportunities including job shadowing, internships, e-mentoring, and community service that connect to career goals. • Develop short- and long-term plans to achieve career goals that include steps to transition from high school to post-secondary education/training or the workplace. • Identify transferable competencies and job specific skills related to job options. • Evaluate the personal characteristics and traits necessary for success in a virtual work environment.
How do technological skills guide a career?	Technology Skills	<ul style="list-style-type: none"> • Use evolving technologies to create and maintain business documents, software, and culture • Identify technological resources • Develop and apply technological skills in the workforce

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Overview: Job orientation, marketing, general business, and communications activities

Goals:

- i. Job Application, Resume, Cover Letter, Follow up Letter, Pre-Employment Test, Interview
- ii. Understanding and application of FBLA format guide
- iii. Work Manners, Ethics, and Time Management (skill prioritizing)
- iv. Completing General Office Tasks (copying, laminating, displays, etc.)
- v. Preparing Marketing and Administrative Documents
- vi. Creating Personnel Documents
- vii. Preparing Administrative Documents
- viii. Creating Materials to Promote the Company
- ix. Creating Training Presentations
- x. Prepare Advertising Materials Using Desktop Publishing Software

Objectives:

Learning Objectives:		Topic*
A.1	Create resume, cover letter, thank you letter (DOK 4)	A1
A.2	Complete a job application and pre-employment test (DOK 1, 2)	A2
A.3	Use office equipment to complete tasks (DOK 1, 2)	A3
A.4	Use FBLA format guide when creating business documents (DOK 1, 2)	A4
1.1	Create and format letters, envelopes, and labels (DOK 4)	P1
1.2	Apply styles, indents, and bullets to documents (DOK 4)	P1
1.3	Work with tables, including inserting formulas (DOK 3)	P1
1.4	Use desktop publishing skills to design documents (DOK 3)	P1
1.5	Input and format reports (DOK 1)	P1
1.6	Insert a file in a document (DOK 1)	P1
1.7	Print documents, envelopes, and labels (DOK 1)	P1
2.1	Create an organization chart (DOK 4)	P2
2.2	Create documents using tabs, rotate text, special characters, Quick Parts, and outline (DOK 3, 4)	P2
2.3	Sort items in a list (DOK 2)	P2

DELAWARE VALLEY SCHOOL DISTRICT

2.4	Prepare forms (DOK 4)	P2
2.5	Write a report using research findings (DOK 3)	P2
3.1	Produce forms for printed and online use (DOK 3)	P3
3.2	Create agendas, minutes, and checklists (DOK 4)	P3
3.3	Create documents using templates (DOK 4)	P3
3.4	Save word documents as Web files (DOK 2)	P3
3.5	Generate a directory, letters, and labels using mail merge (DOK 4)	P3
3.6	Produce long documents from rough-draft copy (DOK 4)	P3
4.1	Prepare a fax cover sheet, letterhead, and notepads using Mail Merge (DOK 4)	P4
4.2	Prepare templates and create documents using templates (DOK 4)	P4
4.3	Create bookmarks and insert text using bookmarked ranges (DOK 4)	P4
4.4	Prepare printed and onscreen forms (DOK 4)	P4
4.5	Create a presentation from and outline (DOK 4)	P4
4.6	Add footnotes, a title page, and table contents to a report (DOK 2)	P4
5.1	Edit and format presentations (DOK 2)	P5
5.2	Print slides, speaker's notes, handouts, and comments pages (DOK 2)	P5
5.3	Modify title, slide, and notes masters (DOK 2)	P5
5.4	Create and apply a design template (DOK 4)	P5
5.5	Apply transitions and animation effects to slides (DOK 4)	P5
5.6	Rehearse timing in a presentation (DOK 3)	P5
5.7	Create hyperlinks and save presentations for the Web (DOK 4)	P5
5.8	Deliver presentations (DOK 3)	P5
6.1	Modify a template and develop certificates from templates (DOK 2)	P6
6.2	Update and print Excel worksheets (DOK 3)	P6
6.3	Use desktop publishing skills to prepare newsletters and brochures (DOK 4)	P6

DELAWARE VALLEY SCHOOL DISTRICT

6.4	Create and apply styles in documents (DOK 4)	P6
6.5	Create documents with WordArt and other graphics (DOK 4)	P6
6.6	Copy and paste data from Access files (DOK 3)	P6
7.1	Edit and format publications (DOK 2)	P7
7.2	Create and individualize calendars (DOK 4)	P7
7.3	Create a folded card (DOK 4)	P7
7.4	Apply an image control (DOK 2)	P7
7.5	Work with existing publication types (DOK 2)	P7
7.6	Use the merge feature (DOK 3)	P7
7.7	Create a website with linked pages (DOK 4)	P7

Core Activities and Corresponding Instructional Methods:

Quarter 1			
Class Week	Activity/ Project	Topic(s)	Related Exercises, Problems, & Supplements
1	<ul style="list-style-type: none"> • First Job • 21st Century Skills 	<ul style="list-style-type: none"> • 21st Century Skills: Exercises 88-96 • Job application and pre-employment test • Resume, cover letter 	<p>Handouts: Resume, job application, cover letter, FBLA format guide, http://www.fbلا-pbl.org/media/Format-Guide-Competitive-Events.pdf</p> <p>Business Skills Exercises</p>
2	<ul style="list-style-type: none"> • Equipment Training • Communication Skills 	<ul style="list-style-type: none"> • Thank you letter • Equipment demonstrations • Communication Skills: Exercises 6-10 	<p>Handouts: Thank you letter, FBLA format guide, equipment training activity http://www.fbلا-pbl.org/media/Format-Guide-Competitive-Events.pdf</p> <p>Business Skills Exercises</p>

DELAWARE VALLEY SCHOOL DISTRICT

3	<ul style="list-style-type: none"> • Project 1 • Communication Skills 	<ul style="list-style-type: none"> • Job 1-1 Create folders and prepare letters • Job 1-2 Format Reading List • Job 1-3 Create petty cash table • Job 1-4 Use desktop publishing for stickers and thank you notes • Job 1-5 Prepare section of policy manual • Job 1-6 Research river classifications • Job 1-7 Prepare injury follow-up report form • Real-world application projects from DVHS • Communication Skills: Exercises 11-15 	<p>Integrated Business Projects textbook http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607</p> <p>Business Skills Exercises</p>
4	<ul style="list-style-type: none"> • Project 2 • Referencing Skills 	<ul style="list-style-type: none"> • Job 2-1 Create organization chart • Job 2-2 Prepare job descriptions • Job 2-3 Create name cards • Job 2-4 Prepare information sheet • Job 2-5 Continue work on manual • Job 2-6 Prepare guide information • Job 2-7 Research topics relating to Rafting • Real-world application projects from DVHS • Referencing Skills: Exercises 78-82 	<p>Integrated Business Projects textbook http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607</p> <p>Business Skills Exercises</p>
5	<ul style="list-style-type: none"> • Project 3 • Communication Skills • Math Skills 	<ul style="list-style-type: none"> • Job 3-1 Create list of food service options • Job 3-2 Prepare agenda and minutes • Job 3-3 Produce rafting checklists • Job 3-4 Generate employee list and directory • Job 3-5 Create marketing materials for WV Scouts • Job 3-6 Continue work on manual • Real-world application projects from DVHS • Communication Skills: Exercises 21-24 • Math Skills: Exercise 25 	<p>http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607</p> <p>Business Skills Exercises</p> <p>http://www.fbلا-pbl.org/media/Format-Guide-Competitive-Events.pdf</p>
6	<ul style="list-style-type: none"> • Project 4 • Math Skills 	<ul style="list-style-type: none"> • Job 4-1 Prepare fax cover sheet, letterhead, and notepads • Job 4-2 Create printed and onscreen forms • Job 4-3 Create fax and presentation 	<p>http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607</p>

DELAWARE VALLEY SCHOOL DISTRICT

		<ul style="list-style-type: none"> • Job 4-4 Create podcast scripts • Job 4-5 Complete basic work on manual • Real-world application projects from DVHS • Math Skills: Exercise 26-30 	80538731096&discipline_number=607 Business Skills Exercises
7	<ul style="list-style-type: none"> • Project 5 • Math Skills 	<ul style="list-style-type: none"> • Job 5-1 Update existing presentation • Job 5-2 Prepare to present slide show • Job 5-3 Create design template • Job 5-4 Edit and format presentation • Job 5-5 Create presentation using a template • Real-world application projects from DVHS • Math Skills: Exercise 31-35 	http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bl&product_isbn_issn=9780538731096&discipline_number=607 Business Skills Exercises
8	<ul style="list-style-type: none"> • Project 6 • Math Skills 	<ul style="list-style-type: none"> • Job 6-1 Design gift certificates • Job 6-2 Create brochure and mailing labels • Job 6-3 Create newsletter for print • Job 6-4 Produce online newsletter • Job 6-5 Prepare marketing brochure • Real-world application projects from DVHS • Math Skills: Exercise 36-40 	http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bl&product_isbn_issn=9780538731096&discipline_number=607 Business Skills Exercises
9	<ul style="list-style-type: none"> • Project 7 • Math Skills • General Business Skills 	<ul style="list-style-type: none"> • Job 7-1 Create calendar and cards • Job 7-2 Create business forms • Job 7-3 Create advertising materials • Job 7-4 Create company website • Real-world application projects from DVHS • Math Skills: Exercise 41-43 • General Business Skills: Exercises 44-45 	http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bl&product_isbn_issn=9780538731096&discipline_number=607 Business Skills Exercises

Assessments:

- **Diagnostic:**
 - Discussion of student's prior knowledge
 - Terminology preview
 - Oral responses during class discussion
 - Responses to questions from the beginning of the chapter

DELAWARE VALLEY SCHOOL DISTRICT

- **Formative:**
 - Questions and exercises throughout the project
 - Activities throughout the unit
 - Successful completion of homework/class work assignments

- **Summative:**
 - Graded audit checks on homework/classwork
 - Objective test covering theory and terminology

Extensions:

- Peer tutoring
- Have students work with a partner to develop their own lesson chapter topics.
- Students should create a visual aid to assist them in teaching their lesson.

Correctives:

- Individual tutoring
- Provide students with note cards that they can use to create vocabulary flash cards.
- Allow time for students to review their correct flash cards independently or with a partner before any chapter assessment.

Materials and Resources:

- <https://www.monster.com/career-advice/cover-letter-resume/resume-samples>
- <https://www.pacareerzone.org/>
- <https://www.pacareerlink.pa.gov/PaCareerLink/Index.htm>
- Business Skills Exercises
- Integrated Business Projects
- Microsoft Word, PowerPoint, Excel, Access
- Office Suite 365
- <https://www.gcflearnfree.org/subjects/office/>
- <https://www.lynda.com/Office-training-tutorials/263-0.html>
- <https://education.microsoft.com/find-create-and-share-a-lesson/lesson-plans>
- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>
- <https://www.bing.com/videos/search?q=free+microsoft+office+lessons&qpvtfree+microsoft+office+lessons&FORM=VDRE>

DELAWARE VALLEY SCHOOL DISTRICT

Module 8, 9, 10, 11, 12, 13, 14:

Marking Period: 2

Standard(s):
PA Academic Standards

Standard Area - 15.2: Career Management

- [15.2.12.D, 15.2.12.H, 15.2.12.I, 15.2.12.K, 15.2.12.L, 15.2.12.M, 15.2.12.O, 15.2.12.P, 15.2.12.Q](#)

Standard Area - 15.3: Communication

- [15.3.12.A, 15.3.12.B, 15.3.12.D, 15.3.12.E, 15.3.12.I, 15.3.12.L, 15.3.12.M, 15.3.12.N, 15.3.12.O, 15.3.12.P, 15.3.12.Q, 15.3.12.S, 15.3.12.W](#)

Standard Area - 15.4: Computer and Information Technologies

- [15.4.12.B, 15.4.12.G, 15.4.12.A, 15.4.12.K](#)

Anchor(s):

[CC.3.5.11-12., CC.3.5.11-12. E, CC.3.5.11-12. G, CC.3.5.11-12. I, CC.3.6.11-12.C, CC.3.6.11-12. D, CC.3.6.11-12. E, CC.3.6.11-12. F, CC.3.5.6-8.C](#)

[CC.2.1. HS.F.2, CC.2.1. HS.F.6, CC.2.2. HS.C.2, CC.2.4. HS.B.2, CC.2.4. HS.B.6](#)

Big Idea(s):

Essential Questions	Concept	Competencies
How do technological skills guide a career?	Technology Skills	<ul style="list-style-type: none"> • Use evolving technologies to create and maintain business documents, software, and culture • Identify technological resources • Develop and apply technological skills in the workforce
How do managers use technology, accounting, and money to make sound financial business decisions	Managerial Skills	<ul style="list-style-type: none"> • Use evolving technologies to create business documents • Use basic accounting principles to identify and create business documents • Prepare standard managerial documents • Analyze financial documents to make sound business decisions • Evaluate internal data in the workplace

Overview: Managerial and currency activities in relation to the workplace – payroll records and budgets

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Goals:

- i. Managing Payroll Records
- ii. Managing Budgets
- iii. Managing Travel Documents
- iv. Determining Cost for Events
- v. Performing Statistical Analyses
- vi. Preparing Financial Documents
- vii. Creating Presentations for Independence Day Extravaganza
- viii. Improve vocabulary, spelling, handwriting, and proofreading
- ix. Improve number writing, business calculations, and currency handling

Objectives:

Learning Objectives:		Topic*
8.1	Understand basic payroll terminology (DOK 1)	P8
8.2	Use nested formulas and functions in a worksheet (DOK 3)	P8
8.3	Modify the layout and format of a worksheet (DOK 2)	P8
8.4	Freeze panes, lock cells, and protect sheets in a workbook (DOK 3)	P8
8.5	Integrate word processing and spreadsheet applications (DOK 4)	P8
8.6	Capture screens and edit pictures (DOK 2)	P8
8.7	Sort data in a worksheet (DOK 2)	P8
8.8	Summarize data from multiple sheets in a workbook (DOK 3)	P8
8.9	Use search engines, iPhones, and mobile phones for Internet searches and research (DOK 3)	P8
9.1	Add headers and footers to worksheets (DOK 2)	P9
9.2	Apply conditional formatting (DOK 2)	P9
9.3	Insert a signature line (DOK 2)	P9
9.4	Create a chart and modify its design, layout and format (DOK 4)	P9
9.5	Create and add a digital signature (DOK 4)	P9
10.1	Create a travel request and expense form (DOK 4)	P10
10.2	Use controls (DOK 3)	P10
10.3	Save a macro-enabled workbook document (DOK 2)	P10

DELAWARE VALLEY SCHOOL DISTRICT

10.4	Create a memo template and integrate worksheet data (DOK 4)	P10
11.1	Filter records (DOK 2)	P11
11.2	Sort records (DOK 2)	P11
11.3	Use Goal Seek (DOK 3)	P11
11.4	Work with scenarios (DOK 3)	P11
11.5	Create a presentation and link to a spreadsheet (DOK 4)	P11
12.1	Create a form with form and ActiveX controls (DOK 4)	P12
12.2	Adjust the properties of an ActiveX control (DOK 2)	P12
12.3	Use functions (DOK 3)	P12
12.4	Install an Add-in application (DOK 2)	P12
12.5	Use Analysis ToolPak (DOK 3)	P12
12.6	Prepare various types of charts (DOK 4)	P12
13.1	Create balance sheet and income statement templates (DOK 4)	P13
13.2	Record, assign, and run macros (DOK 4)	P13
13.3	Review macro security levels (DOK 4)	P13
13.4	Use combo box form controls (DOK 3)	P13
13.5	Prepare charts (DOK 4)	P13
13.6	Save worksheets as web pages (DOK 2)	P13
13.7	View worksheets in a web browser (DOK 2)	P13
14.1	Create electronic presentations (DOK 4)	P14
14.2	Insert media (DOK 2)	P14
14.3	Apply design layouts, animations, and transitions (DOK 3)	P14
14.4	Use hyperlinks and action buttons (DOK 2)	P14
14.5	Add ActiveX controls (DOK 3)	P14
14.6	Insert and modify SmartArt (DOK 2, 3)	P14

DELAWARE VALLEY SCHOOL DISTRICT

14.7	Combine presentations (DOK 3)	P14
14.8	Link software applications (DOK 3)	P14
14.9	Prepare presentations for online viewing (DOK 3)	P14

Core Activities and Corresponding Instructional Methods:

Quarter 2			
Class Week	Activity/ Project	Topic(s)	Related Exercises, Problems, & Supplements
10	<ul style="list-style-type: none"> • Project 8 • General Business Skills 	<ul style="list-style-type: none"> • Job 8-1 Complete worksheets for salaried employees • Job 8-2 Update payroll worksheet • Job 8-3 Create payroll worksheet for hourly employees • Job 8-4 Prepare June salaried employee worksheet • Job 8-5 Add and sort records • Job 8-6 Complete quarterly summary report • Real-world application projects from DVHS • General Business Skills: 46-50 	<p>Handouts: Resume, job application, cover letter, FBLA format guide, http://www.fbla-pbl.org/media/Format-Guide-Competitive-Events.pdf</p> <p>Business Skills Exercises</p>
11	<ul style="list-style-type: none"> • Project 9 • General Business Skills 	<ul style="list-style-type: none"> • Job 9-1 Create budget worksheet • Job 9-2 Update owner and CEO budget • Job 9-3 Copy and update budget worksheets • Job 9-4 Link worksheets and create pie chart • Job 9-5 Prepare Report • Real-world application projects from DVHS • General Business Skills: 51-55 	<p>Handouts: Thank you letter, FBLA format guide, equipment training activity http://www.fbla-pbl.org/media/Format-Guide-Competitive-Events.pdf</p> <p>Business Skills Exercises</p>
12	<ul style="list-style-type: none"> • Project 10 • General Business Skills 	<ul style="list-style-type: none"> • Job 10-1 Create travel request form • Job 10-2 Process travel requests • Job 10-3 Reconcile travel request forms • Job 10-4 Prepare template for expense reconciliation memo 	<p>Integrated Business Projects textbook http://www.cengage.com/cgi-</p>

DELAWARE VALLEY SCHOOL DISTRICT

		<ul style="list-style-type: none"> • Real-world application projects from DVHS • General Business Skills: Exercises 51-55 	wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607 http://www.fbلا-pbl.org/media/Format-Guide-Competitive-Events.pdf Business Skills Exercises
13-14	<ul style="list-style-type: none"> • Project 11 • General Business Skills 	<ul style="list-style-type: none"> • Job 11-1 Filter and sort event data • Job 11-2 Project profits using goal seek • Job 11-3 Project profits using scenarios • Job 11-4 Prepare multimedia presentation • Job 11-5 Design event badges and prepare letters • Real-world application projects from DVHS • General Business Skills: Exercises 56-60 	Integrated Business Projects textbook http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607 Business Skills Exercises
15-16	<ul style="list-style-type: none"> • Project 12 • Records Management Skills 	<ul style="list-style-type: none"> • Job 12-1 Design customer evaluation form • Job 12-2 Use functions to analyze data • Job 12-3 Use analysis toolpak to analyze data • Job 12-4 Create worksheet charts • Job 12-5 Create integrated report • Real-world application projects from DVHS • Records Management Skills: Exercises 61-65 	http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607 Business Skills Exercises
17	<ul style="list-style-type: none"> • Project 13 • Record Management Skills 	<ul style="list-style-type: none"> • Job 13-1 Design and create balance sheet template • Job 13-2 Prepare monthly balance sheets • Job 13-3 Design and create income statement template • Job 13-4 Prepare quarterly income statements 	http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bI&product_isbn_issn=9780538731096&discipline_number=607

DELAWARE VALLEY SCHOOL DISTRICT

		<ul style="list-style-type: none"> • Job 13-5 Prepare charts and save workbooks as web pages • Real-world application projects from DVHS • Record Management Skills: Exercise 66-70 	Business Skills Exercises
18	<ul style="list-style-type: none"> • Project 14 • Records Management Skills 	<ul style="list-style-type: none"> • Job 14-1 Create extravaganza presentation • Job 14-2 Create registration presentation • Job 14-3 Create events presentation • Job 14-4 Create information presentation • Job 14-5 Combine presentations and create web file • Real-world application projects from DVHS • Records Management: Exercise 71-75 	http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20bl&product_isbn_issn=9780538731096&discipline_number=607 Business Skills Exercises

Assessments:

- **Diagnostic:**
 - Discussion of student’s prior knowledge
 - Terminology preview
 - Oral responses during class discussion
 - Responses to questions from the beginning of the chapter
- **Formative:**
 - Questions and exercises throughout the chapter
 - Activities throughout the project
 - Successful completion of homework/class work assignments:
- **Summative:**
 - Graded audit checks on homework/classwork
 - Objective test covering theory and terminology

Extensions:

- Peer tutoring
- Have students work with a partner to develop their own lesson chapter topics.
- Students should create a visual aid to assist them in teaching their lesson.

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Correctives:

- Individual tutoring
- Provide students with note cards that they can use to create vocabulary flash cards.
- Allow time for students to review their correct flash cards independently or with a partner before any chapter assessment.

Materials and Resources:

- Business Skills Exercises
- Integrated Business Projects
- Microsoft Word, PowerPoint, Excel, Access
- Office Suite 365
- <https://www.gcflearnfree.org/subjects/office/>
- <https://www.lynda.com/Office-training-tutorials/263-0.html>
- <https://education.microsoft.com/find-create-and-share-a-lesson/lesson-plans>
- <https://www.microsoft.com/en-us/learning/mos-certification.aspx>
- <https://www.bing.com/videos/search?q=free+microsoft+office+lessons&qpvt=free+microsoft+office+lessons&FORM=VDRE>

DELAWARE VALLEY SCHOOL DISTRICT

APPENDIX

www.pdesas.org/Standard

Primary Textbook(s) Used for this Course of Instruction

Name of Textbook: Integrated Business Projects 3e

Textbook ISBN #: 978-0-538-73109-6

Textbook Publisher & Year of Publication: South-Western Cengage Learning

Curriculum Textbook is utilized in (title of course): Office Technology

DELAWARE VALLEY SCHOOL DISTRICT

Checklist to Complete and Submit:
(Scan and email)

- _____ Copy of the curriculum using the template entitled "Planned Instruction," available on the district website.
- _____ The primary textbook form(s).
- _____ The appropriate payment form, in compliance with the maximum curriculum writing hours noted on the first page of this document.

Each principal and/or department chair has a schedule of First and Second Readers/Reviewers. Each Reader/Reviewer must sign & date below.

First Reader/Reviewer Printed Name _____

First Reader/Reviewer Signature _____ Date _____

Second Reader/Reviewer Printed Name _____

Second Reader/Reviewer Signature _____ Date _____

