**Unit 1 – Review of Microsoft Applications (3-weeks)**

**Microsoft Word, Excel, Power Point**

**Essential Questions:**

* How can Microsoft Applications such as Word, Excel, and Power Point prepare students for jobs in the work force and in future education?
* What jobs in today’s society does not require you to have basic Computer Skills?
* What are some of the similarities and differences from Office 03 and 07?

**Objectives:**

* Students will be able to learn new language with Microsoft 07 and identify the different features the newer applications have compared to the 03 version.
* Students will be able to review the basic skills using Word, Power Point, and Excel.
* Students will be able to identify the benefits of using the version of Microsoft Office 07.

# Kentucky Core Content:

T-H-ICP-S-I1 Students will apply, consolidate and extend the skills, knowledge and experiences acquired earlier to exhibit competence in the use of technology.

T-H-ICP-S-I2 Students will use appropriate technology terminology

# Academic Expectations

6.3 Students expand their understanding of existing knowledge by making connections with new knowledge, skills, and experiences.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Self-management
* Acquires and Evaluates Information
* Teaches Others
* Uses Computers to Process Information

# Key Concepts:

Microsoft Word - Bullets, Numbering, Alignments, Borders, Size, Font, Page Layouts, Margins, Insert (Breaks, Pictures), Formatting pictures, Changing Font Colors, Using Spell Check, Change Views of pages, Find and Replace words, Columns

Microsoft Power Point- New Slides, Change Layouts, Change Background Colors (Format Gradient, Texture, & Pictures, Custom Animations, Transitions, Sounds, Insert Word Art, Insert Hyperlinks, Insert Shapes & Callouts, Insert Text Boxes, Embed Videos, Import Music

Microsoft Excel- Use formulas such as (max, min, sum, average, count numbers, etc.), stretch rows & columns, Sort by Ascending & Descending Orders (Add different Levels), Conditional Formatting, Changing Cell Colors, Showing Wrap Text feature, Merge & Center Button, Show Borders, Graphs & Charts, Insert worksheets (Rename sheets), Insert and Delete Rows & Columns

**Assessments:**

**Pre-test: Q/A:** What are some differences from Microsoft Word 07 to Word 03? What is the icon toolbars at the top of Word 07 called now? How do you insert a new slide on Power Point 07? Where do you find the sort feature using Excel 07?

**Formative Assessments:**

* Create a brochure using Word 07.
* Create a Power Point Presentation.
* Create a Work schedule, an inventory sheet, a sales projection sheet, and an end of month Net Profit or Loss Analysis with graph.

**Summative Assessment:**

Project based:

* Create a Power Point Presentation on your life for one week. You will show us your daily activities, what you ate, how much money you spent, how much you sleep, how much time you spent studying (doing homework). You will keep a chart using a spreadsheet (Excel) You will create a brochure using Microsoft Word about your week and then use the Print screen button and paste it into your PowerPoint Presentation.

**Online Supplemental Resources: (Students)**

* Internet Activities
* Download templates from class webpage
* Word Tutorials
* Excel Tutorials
* Power Point Tutorials
* You tube video on Embedding videos into PowerPoint

**Unit 2 – Visual Presentation (3-weeks)**

**Movie Maker, Prezi**

**Essential Questions:**

* How can Movie maker help you on a project?
* Can you edit and put voice-overs on videos that you create?
* Can I record my teachings using the computer?
* What are the benefits of using Prezi over Power Point?

**Objectives:**

# Students will create videos

* Students will demonstrate knowledge of how to edit scenes, split scenes, import pictures, import videos, import music
* Students will narrate their videos and insert voice-overs on imported video clips
* Students will mesh voice-overs and imported music so that the music plays in the background
* Students will create presentations using a new on-line presentation software (Prezi)

# Kentucky Core Content:

T-H-RIPSI-S-I1 Students will use technology to express creativity in all content areas

T-H-RIPSI-S-I2 Students will design, develop, publish and present original innovative products (e.g., Web Pages, video, robotics, online content)

T-H-RIPSI-S-R6 Students will express and synthesize digital information collected in research effectively and accurately to produce original work

# Academic Expectations

5.2 Students use creative thinking skills to develop or invent novel, constructive ideas or products.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Self-management
* Acquires and Evaluates Information
* Teaches Others
* Uses Computers to Process Information
* Applies Technology to Task

# Key Concepts:

Movie Maker- Converting & Downloading videos from you tube and other online resources, Create videos using cameras, flip cams, and other portable recording devices, import music, import pictures, import videos, split videos, edit videos, narrate videos, mesh music behind voice-overs, insert headings on videos, insert titles, insert credits, use transitions in videos, use fade in and out while importing music

Prezi Presentations- Create on-line accounts using Prezi Presentations, use you tube videos during presentations, use arrows to move from one slide to the next, organize and simplify ideas into a presentation.

**Assessments:**

**Pre-test: Q/A:** Has anyone ever created a movie or video? How? Has anyone ever edited a movie or video? What program did you use? Has anyone ever inserted music and their voice into a movie or video? Has anyone ever used a presentation software to present something other than Power Point? What was the software program called?

**Formative Assessments:**

* Download videos
* Narrate voices over videos
* Import music behind videos
* Split videos and Edit (use titles, heading titles, credits)
* Prezi Presentation

**Summative Assessment:**

Project based (Group work):

* Create an educational video on how to do something (example: lift weights, play golf, bake a cake, etc.) All group members must be in video, must have voice-overs, titles, credits, music, uploaded to either youtube or schooltube. The group will create a Prezi presentation and present to the class about their educational video.

**Online Supplemental Resources: (Students)**

* Internet Activities
* Youtube or Schooltube
* Prezi Presentations
* Prezi tutorials
* Movie Maker tutorials

**Unit 3 – Website Design (6-weeks)**

**Weebly, Wix**

**Essential Questions:**

* Can you create your own webpage for free if you’ve never had any training on webpage design? What have sites have you used? Do you think creating a web page would be difficult? What are the benefits if you created your own website? What would you want on your website?

**Objectives:**

# Students will create their own webpage using two different types of site providers.

* Students will show creativity, artistic vision/expression, and imagination.
* Students will demonstrate knowledge of other programs.
* Students will retrieve videos, completed assignments and download them to their webpage.
* Students will compare and contrast the positives and negatives of the two programs and choose which one they will like better.

# Kentucky Core Content:

T-H-RIPSI-S-I1 Students will use technology to express creativity in all content areas

T-H-RIPSI-S-I2 Students will design, develop, publish and present original innovative products (e.g., Web Pages, video, robotics, online content)

T-H-SESI-S-S1 Students will explain the importance of safe Internet use

T-H-SESI-S-S2 Students will apply safe behavior when using technology

# Academic Expectations

4.4 Students demonstrate the ability to accept the rights and responsibilities for self and others.

5.2 Students use creative thinking skills to develop or invent novel, constructive ideas or products.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Self-management
* Acquires and Evaluates Information
* Teaches Others
* Uses Computers to Process Information

# Key Concepts:

Weebly.com- Create a webpage about themselves, choose layout design, insert pages, insert an on-line blog, insert html coding for (weather, clocks, scrolling bars, web-counters, cursors, online games, etc.), download videos, tutorials, create a Voki and choose their avatar

Wix.com- Create a webpage about a school team, group (DECA, ROTC), Teachers class, choose layout design, insert pages, insert an on-line blog, insert html coding for (weather, clocks, scrolling bars, web-counters, cursors, online games, etc.), download videos, tutorials, create a Voki and choose their avatar

**Assessments:**

**Pre-test: Q/A:** Has anyone ever created a webpage? Has anyone ever created or searched for html coding? Has anyone ever created a Voki? Has anyone ever played an online game? Has anyone ever put an on-line game in their webpage?

**Formative Assessments:**

* Open an account with Weebly & Wix
* Get HTML codes for the following: (weather, clocks, scrolling bars, web-counters, cursors, online games, etc.)
* Create a Voki
* Choose a team, group, or class you want to create a webpage for

**Summative Assessment:**

Project based:

* Create a webpage about a team, group, or class. It will require creativity, imagination, and research. (To see all the requirements, please see Webpage Rubric)

**Online Supplemental Resources: (Students)**

* Internet Activities
* Youtube or Schooltube
* Search engines (google, yahoo, etc.)
* [www.weebly.com](http://www.weebly.com)
* [www.wix.com](http://www.wix.com)

**Unit 4 – Business Concepts & Terminology (3-weeks)**

**Marketing Mix, Advertising, Business Plan**

**Essential Questions:**

* What are the benefits of having a plan before opening a business? How do advertisers know who to advertise their products too? Can anyone open a business? What percentage of business owners actually keep their businesses afloat? What percentage of business owners go under?

**Objectives:**

# Students will learn business terms and ideas of the marketing mix

* Students will apply previous knowledge to create a commercial
* Students will create a business plan so that they can create a business

# Kentucky Core Content:

T-H-RIPSI-S-I1 Students will use technology to express creativity in all content areas

# Academic Expectations

4.4 Students demonstrate the ability to accept the rights and responsibilities for self and others.

5.2 Students use creative thinking skills to develop or invent novel, constructive ideas or products.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Acquires and Evaluates Information
* Uses Computers to Process Information
* Reading
* Writing
* Decision Making

# Key Concepts:

Marketing Mix- Learn about the 4 P’s – Price (How much the product costs to make and how much to sale it for), Product (What are we going to sale to the consumers), Promotion (How are me going to market the product – Radio, Internet, Television, Magazines, Billboards, etc.), Placement or Distribution (How are you going to get the product to the consumer, where are you going to put the product in the store, What stores are you going to put it in!)

Advertising- Learn about Demographics, Different forms of advertising, create brand awareness and loyalty, Learn about target audiences, Color advantages, Hidden messages

Business Plan- Tie everything together into a business proposal, Learn about finance and consumerism, accounting, creative design, building location, budgeting, etc.

**Assessments:**

**Pre-test: Q/A:** Does anyone know of anyone in their family that owns their own business? What are some positives and negatives to owning your own business? How much money does a 30 second commercial cost during the Super Bowl? Do colors matter when using advertising? What are the different forms of advertising? Why do convenient store owners put candy bars and gum right next to the cash register? What are wants and needs? What is a service, and what is a good?

**Formative Assessments:**

* Worksheets over Marketing Mix
* Worksheets over Demographics & Colors and their meanings
* Worksheets over budgeting and finance

**Summative Assessment:**

Open Response & Multiple Choice & Short Answer:

* Write an open response on Budgeting. Students will be given a job, an hourly rate, a car, and an apartment. They will have to make a monthly budget and see how much disposable income they have and how much discretionary income they have left to spend on what they want. They determine their wants and needs.

**Online Supplemental Resources: (Students)**

* Internet Activities
* Search engines (Google, yahoo, etc.)
* [www.thatquiz.org](http://www.thatquiz.org) (Multiple Choice test & Short Answer
* Microsoft Excel (Create a Budget)
* Microsoft Word (Write an Open Response and insert the Budget in the Response, Insert a pie chart with percentages showing how much money they are spending on disposable income and discretionary income

**Unit 5 – Microsoft Publisher (3-weeks)**

**Business Cards, Flyers, Brochures, Calendars, Greeting Cards, & Certificates**

**Essential Questions:**

* Why would you want to use Microsoft Publisher? What benefits are there to creating Flyers? Why do people use Publisher? Have you ever created a business card or calendar using Microsoft Word?

**Objectives:**

# Students will create Business Cards

* Students will create Flyers for advertisements
* Students will create a Brochure
* Students will create a Calendar
* Students will create Greeting Cards, Invitation Cards, and Birthday Cards
* Students will create Award Certificates and Coupons

# Kentucky Core Content:

T-H-RIPSI-S-I1 Students will use technology to express creativity in all content areas

T-H-ICP-S-C1 Student will use technology to communicate in a variety of modes (e.g., audio, speech to text, print, media)

T-H-ICP-S-C4 Students will select and use appropriate technology to collect, analyze and present information

T-H-ICP-S-P1 Students will use and apply a repertoire of technology skills regularly in the preparation of content assignments and authentic projects

# Academic Expectations

3.3 Students demonstrate the ability to be adaptable and flexible through appropriate tasks or projects

5.2 Students use creative thinking skills to develop or invent novel, constructive ideas or products.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Uses Computers to Process Information
* Writing
* Allocates Time
* Interprets and Communicates Information
* Social

# Key Concepts:

Business Cards- Create Business Cards professionally

Flyers- Learn about spacing, colors, and hidden messages while creating Professional Flyers, for school related topics, magazine advertisements, etc.

Brochures- Create Professional looking Brochures about school related topics, school programs, and sporting events

Calendars- Create Professional looking Calendars for school use, classroom use, and sporting event use

Greeting Cards- Create Professional looking Greeting Cards, Invitational Cards, and Birthday Cards for Personal use

Certificates- Create Professional looking Certificates for School, Classes, Departments, and Sports Teams

**Assessments:**

**Pre-test: Q/A:** How does creating your own Business Cards and Flyers help an individual who owns a business? What are the benefits of knowing how to create a calendar and a certificate? Why would someone want to know how to create an invitational card or greeting card?

**Formative Assessments:**

* Creation of Flyers, Business Cards, Certificates, Calendars, Greeting Cards, & Brochures

**Summative Assessment:**

Project Based:

* The students are all Party Planners and they must create huge blowout party explaining what they are celebrating and use all the different forms of publications that we learned how to do using Microsoft Publisher

**Online Supplemental Resources: (Students)**

* Internet Activities
* Search engines (Google, yahoo, etc.)
* Advertisements on the Net

**Unit 6 –Additional Software (3-weeks)**

**Animoto, CAD (Homestyler), Comic Life, Photoshop**

**Essential Questions:**

* What are the benefits of on-line free programs? Can you create a blueprint of your dream home or business using the computer? Do you have to be a great artist in order to create your home? Do comic strips help students learn? What do Comics help students achieve?

**Objectives:**

# Students will create a 30 second video using animoto

* Students will create a 3-dimensional home using [www.homestyler.com](http://www.homestyler.com)
* Students will produce a comic strip using different characters they’ve found on the internet or one’s they’ve drawn using Comic Life
* Students will use Photoshop Elements 8 to format, edit, and crop different pictures to create unique and imaginative works of art

# Kentucky Core Content:

T-H-RIPSI-S-I1 Students will use technology to express creativity in all content areas

T-H-ICP-S-C1 Student will use technology to communicate in a variety of modes (e.g., audio, speech to text, print, media)

T-H-ICP-S-P1 Students will use and apply a repertoire of technology skills regularly in the preparation of content assignments and authentic projects

T-H-SESI-S-SI5 Students will engage with technology to support lifelong learning (e.g., online courses, online assessments, interactive video conferencing)

# Academic Expectations

3.3 Students demonstrate the ability to be adaptable and flexible through appropriate tasks or projects

5.2 Students use creative thinking skills to develop or invent novel, constructive ideas or products.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Uses Computers to Process Information
* Listening
* Problem Solving
* Responsibility

# Key Concepts:

Animoto- Creates a video, commercial, short film using a free on-line video software

CAD (Homestyler)- Creates a 3-dimensional home or building using a free on-line video software that allows individuals to paint walls, install carpet, appliances, furniture, and cabinets. Shows dimensions and a 3-D look

Comic Life- Creates a comic strip with callouts. Allows students to be artistic and shows creativity and imagination

Photoshop- Creates pictures that have been altered or edited. Allows students to be extremely creative and imaginative

**Assessments:**

**Pre-test: Q/A:** Has anyone ever drawn a picture of their house? Has anyone ever drawn a blueprint of their house? Has anyone ever created a comic strip? What comic strips do you like? Has anyone ever taken a picture of someone’s head and put it on someone else’s body?

**Formative Assessments:**

* Creation of Animoto Video
* Creation of a 3-Dimensional drawing of their home or dream home completely furbished and painted
* Creation of a Comic Strip of characters they’ve found or drawn that has an educational meaning or life meaning
* Creation of themselves in a photograph with someone famous

**Summative Assessment:**

Presentation Based:

* The students will create a Power Point or Prezi Presentation about their video, 3-D house, comic strip, and photoshop picture and present it to the class

**Online Supplemental Resources: (Students)**

* Internet Activities
* Search engines (google, yahoo, etc.)
* [www.animoto.com](http://www.animoto.com)
* [www.homestyler.com](http://www.homestyler.com)
* Comic Life Tutorials
* Premiere Elements 8 Photoshop Tutorials

**Unit 7 – Preparation/ Culminating Project & Presentation (3-weeks)**

**Culminating Project & Presentation**

**Essential Questions:**

* Have you ever wanted to become a Business Owner? Have you ever thought about running your own Business? What preparations must you make before you open a business? Can anyone own their own business?

**Objectives:**

* Create an imaginary business that is realistic using other businesses as references. (For example if you are doing a pizza delivery restaurant, use Papa John’s as a reference for the financials.)
* Have a creative name and catchy slogan.
* Show financials for one year on your sales, your payroll, and your expenses. You will need to include a graph showing your peak season (when you are the busiest) and a profit analysis chart to see if your business will make it or not! (I will help you guys set up a spread sheet for the profit analysis sheet and financials. You will need to fill in the blanks!
  + You will need 12 months of sales projections
  + You will need 12 months of inventory projections (Buy in bulk or separate)
  + You will need 12 months of payroll projections (Salary, hourly, commission)
  + You will need 12 months of expense projections (rent, cable, insurance, internet, garbage pick-up, phone, water bill, miscellaneous)
* You will need to create a 3-Dimensional Building of your business!
  + Needs to be professional looking and creative! Nothing thrown together in a day!
* You will need to create a web-page for your business so that people can get on-line and order food, buy cars, purchase products, etc. (Depends on what your business is!) Make sure you have contact information for the public to get a-hold of you, e-mail address, etc. This needs to be a professional looking web page and needs to have weather, clocks, scrolling bars, etc.
  + Home page – Background information how business got started!
  + Products page – Pictures/ Showing products, menu, cars, clothes and prices.
  + Commercial page
  + Special Promotions page
  + Blog Page
* You will need to create a 30 second advertisement video using movie-maker and insert it into your web-page and your Power Point/ or Prezi! You will need to create a magazine advertisement.
* You will need to create a Power Point/ or Prezi Presentation for your business! The Presentation should be between 15 – 25 minutes long.
  + You will need your background information
  + Explain what your business is!
  + Who your competitors are?
  + Why you are selling your product for this price!
  + Your demographic audience for your product. Explain why you created your commercial and how it relates to your demographic audience!
  + Your financial reports for the ending year!
  + Your 3-D model and layout of your business!
  + Explain why your business will be successful compared to your competitors!

# Kentucky Core Content:

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T-H-ICP-S-C1 Student will use technology to communicate in a variety of modes (e.g., audio, speech to text, print, media)

T-H-ICP-S-P1 Students will use and apply a repertoire of technology skills regularly in the preparation of content assignments and authentic projects

# Academic Expectations

3.3 Students demonstrate the ability to be adaptable and flexible through appropriate tasks or projects

5.2 Students use creative thinking skills to develop or invent novel, constructive ideas or products.

# SCANS Connection:

* Creative Thinking
* Knowing How to Learn
* Reasoning
* Uses Computers to Process Information
* Listening
* Responsibility
* Speaking
* Decision Making
* Seeing Things
* Social
* Integrity/ Honesty
* Allocates Time
* Allocates Human Resources
* Acquires and Evaluates Information

# Key Concepts:

* Business Plan and Presentation over a Business they choose to create. They will present this information and try to convince the board members (myself & the class) that their business could succeed in the real world and they have a good idea on how to make it work!

**Assessments:**

**Pre-test: Q/A:** Has anyone ever had a babysitting business or a grass-cutting business? How did you go about getting jobs? Did you have to plan any before starting these jobs? What preparation did you have to do in order to make these jobs become successful?

**Formative Assessments:**

* Time Frame tasks checked off
* One-on-One Group checks
* In Class Evaluations on preparation and participation

**Summative Assessment:**

Presentation Based (Group Work 3 to a Group):

* You will need to create a Power Point/ or Prezi Presentation for your business! The Presentation should be between 15 – 25 minutes long.
  + You will need your background information
  + Explain what your business is!
  + Who your competitors are?
  + Why you are selling your product for this price!
  + Your demographic audience for your product. Explain why you created your commercial and how it relates to your demographic audience!
  + Your financial reports for the ending year!
  + Your 3-D model and layout of your business!
  + Explain why your business will be successful compared to your competitors!
  + You will need to turn in a professional bound Business Plan complete with financial data, marketing plans, 3-Dimensional Building Blueprints, with a Title Page and Table of Contents

**Online Supplemental Resources: (Students)**

* Internet Research
* Search engines (google, yahoo, etc.)
* Movie maker
* [www.homestyler.com](http://www.homestyler.com)
* Download templates for financial data from class webpage