

6th Grade Business
Reporting Cluster: Computer Applications

Cluster/Topic/Concepts	Bodies of Evidence (BOE's)	Vocabulary	Level 4 Ideas:	Skills
<p>Cluster: Computer Applications</p> <p>Topics:</p> <ul style="list-style-type: none"> • Word Processing • Presentation <p>Concepts Covered:</p> <ul style="list-style-type: none"> • Word Processing • Presentation <p>Topic ID/Campus Coding: BUS6-CA-1</p>	<ul style="list-style-type: none"> • Common Formative Assessment (CFA) • Teacher developed projects 	<ul style="list-style-type: none"> • Ribbon • Insert • Home • File • Slide • Theme • Transitions • Animations • Background • Save • Save as • Font (on CFA) 	<p>Learning Target: Develop a digital product that informs or persuades an audience based on a student generated concept or question.</p> <p>Evidence/Activity: Student writes a persuasive letter to a government official or agency.</p>	<p>Word Processing Skills</p> <ul style="list-style-type: none"> • Create a document • Save a document by using the save and save as commands • Open a document • Cut, copy, and paste text • Use the undo and redo commands • Apply font formatting • Add bulleted and/or numbered lists • Check spelling/grammar • Insert graphics and clip art <p>Presentation Skills</p> <ul style="list-style-type: none"> • Insert Transitions • Insert New Slide • Insert Animations • Insert Clip Art • Insert pictures from the internet and/or saved file • Add bullet points • Insert background/theme • Project consists of all defined parts
Scales			Content Standards	
4	<ul style="list-style-type: none"> • Students demonstrate in-depth inferences and applications that go beyond the goal. • Deepen understanding by increasing the taxonomy level of the standard 		<p>Critical Thinking, Problem Solving & Decision Making (ISTE:NETS:4)</p> <ul style="list-style-type: none"> • Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. <p>ISTE (NETS) 6: Creative Communicator: Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.</p> <p>Nation business Education Association: Standard 7: Applications: Identify, evaluate, select, use, troubleshoot, or customize applications.</p> <p>National Business Education Associations: Information Technologies: Standard 6: Interactive Multimedia</p> <ul style="list-style-type: none"> • Use multimedia software to create media rich projects. 	
3	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Create a digital product appropriate for the intended audience • Generate and execute a plan for completing a project • Identify issues and troubleshoot the applications for efficiency • Using a variety of platforms, construct (represent, model, communicate) products in which students articulate clearly and express themselves creatively. 			
2	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Critique the appropriate use of word processing tools (Spelling/Grammar Check, change background, Font, Copy/Paste, Bullets, Alignment, Inserting, Resize, Word Art) • Delineate vocabulary specific to programs, such as: • Ribbon (insert, home, file) Slide, Theme, Transitions, animations, backgrounds • Students demonstrate they have developed the understanding of or ability to: • Appropriate uses of word processing software • Slide, Theme, Transitions, animations, backgrounds • Presentation basic rules (dos and don'ts) 			