

Business Communications and Keyboarding Scope & Sequence

Days	Unit	Standard(s)/Outcome(s)	Essential/Guiding Questions
15	Keyboarding and Language Skills	<p>Develop proficiency using keyboard input.</p> <ul style="list-style-type: none"> a. Develop skill on alphabetic, numeric, keypad, symbol, and tab keys b. Demonstrate correct keyboarding technique c. Apply proper ergonomic guidelines to avoid physical injury d. Apply grammar, punctuation, word usage, and proofreading skills in composition activities. 	<p>How is a standard keyboard arranged?</p> <p>How does keyboarding technique impact speed and accuracy?</p> <p>Why is it important to follow the ergonomic guidelines?</p>
10	Knowledge of Computer Hardware and Operating Systems	<p>Demonstrate knowledge and skills related to hardware, software, and foundational functions necessary to operate computer systems.</p> <ul style="list-style-type: none"> a. Describe history, types, uses, and trends of computer hardware and operating systems. b. Explain computer functions—operating system, input, data processing, output c. Describe computer 	<p>What is the difference between hardware and software?</p> <p>Why is it important to have organized folders and subfolders for your files?</p> <p>How do you determine the most appropriate device for a given task?</p>

		<p>maintenance—detection, repair, virus prevention</p> <p>d. Create and organize folders and subfolders for file management</p> <p>e. Choose an appropriate device for a variety of uses</p>	
10	Digital Citizenship	<p>Develop the ability to function appropriately in the digital global community.</p> <p>a. Evaluate aspects of digital citizenship and social media including etiquette, footprint, ethics, cyber bullying, cyber safety, and rights (privacy and property)</p> <p>b. Apply the correct uses of copyright laws including correctly citing sources</p> <p>c. Apply proper ergonomic guidelines to avoid physical injury</p>	<p>What is Digital Citizenship?</p> <p>What are some ethical concerns with the use of social media?</p> <p>What does Copyright mean?</p>
10	Internet and the WWW	<p>Demonstrate the skills necessary to gather, analyze, and utilize information from the Internet and World Wide Web.</p> <p>a. Use an Internet browser correctly</p> <p>b. Identify network features including types, benefits, risks,</p>	<p>What is an Internet browser?</p> <p>How do you know if a website is secure?</p> <p>How can you evaluate the quality of a website?</p>

		<p>and security</p> <ul style="list-style-type: none"> c. Navigate the Internet and the World Wide Web d. Identify the parts of a URL e. Search for information using search engines and online database/school resources f. Evaluate the quality of websites g. Describe how businesses use digital communication with consumers h. Utilize Web 2.0 tools (as the system allows) 	
15	Word Processing Skills	<p>Create Word documents including:</p> <ul style="list-style-type: none"> a. Letters b. Emails c. Resumes d. Reports e. promotional materials f. Tables g. graphic organizers. 	<p>Why is proper formatting important?</p> <p>What is a resume used for?</p> <p>How does format and layout impact the readability of a document?</p>
10	Spreadsheet Development	<p>Develop knowledge and proficiency using Excel to create spreadsheets.</p> <ul style="list-style-type: none"> a. Identifying basic parts of the screen b. Navigate within a spreadsheet c. Enter, move, and format data d. Print spreadsheets with various options 	<p>Why would you use a spreadsheet?</p> <p>What is the difference between functions and basic text?</p>

		<ul style="list-style-type: none"> e. Use basic spreadsheet formulas and functions f. Embed charts and graphs g. Interpret data from worksheets and charts 	
5	Creating Multimedia Presentations	<p>Demonstrate presentation skills using PowerPoint and other multimedia software.</p> <ul style="list-style-type: none"> a. Use basic principles for effective design including the 7 x 7 rule, grammar, spelling, punctuation, and word usage b. Identify the parts of the PowerPoint screen and navigate through a presentation c. Create presentations using: <ul style="list-style-type: none"> i. A variety of slide layouts, designs, color schemes ii. Transitions, timing, animation, and sound iii. Graphics, text, charts, and video clips d. Prepare hard copies for handouts and speaker's notes and distribute presentations via soft copies e. Use oral communication skills to effectively deliver multimedia presentations. 	<p>What does multimedia mean?</p> <p>Why is the design of the presentation important?</p>

5	Desktop Publishing	Use Publisher to create documents including: <ul style="list-style-type: none">a. business letterheadsb. Logosc. Envelopesd. business cardse. grand opening flyersf. Couponsg. menus.	What is desktop publishing? How does design impact communication?
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