



North Polk Community Schools Pacing & Course Description Guide



Grade Level: 9-12

Content: Unit 1: Microsoft PowerPoint

Year: 2022-2023

Course Description/Rationale

The class will focus on electronic presentations. Students will be presenting projects several times throughout the semester. Learning key components about giving a good presentation will be discussed. An introduction to various presentation programs will be used.

Name of Unit	Time Frame	Essential Learning Target	Standard(s)
Unit 1: Microsoft PowerPoint	9 weeks	Learning Target 1: Communicate information and ideas effectively to multiple audiences using a variety of media and formats. Learning Target 2: Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.	Core Standard 2: Communication skills: Understand the concepts, strategies, and systems used to obtain and convey ideas and information. 2.3.6 Demonstrate communication styles appropriate to target audiences. 2.4.3 Select and use appropriate graphic aids
Unit 1: Other presentation software	9 weeks	Learning Target 1: Communicate information and ideas effectively to multiple audiences using a variety of media and formats. Learning Target 2: Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.	Core Standard 2: Communication skills: Understand the concepts, strategies, and systems used to obtain and convey ideas and information. 2.3.6 Demonstrate communication styles appropriate to target audiences. 2.4.3 Select and use appropriate graphic aids

--	--	--	--