Course: *Business Communications and Applications* **Unit #:** *1 - Written Communication using MS Word and Outlook*	**Year of Implementation:** 2021-2022

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Stage One - Desired Results

Link(s) to New Jersey Student Learning Standards for this course:
{provide all applicable links to standards here}
https://www.state.nj.us/education/cccs/2020/

Unit Standards:
9.2.12.CAP.2 Develop college and career readiness skills by participating in opportunities such as structured learning experiences, apprenticeships, and dual enrollment programs.
9.2.12.CAP.3 Investigate how continuing education contributes to one's career and personal growth.
9.4.2.IML.2 Represent data in a visual format to tell a story about the data (e.g., 2.MD.D.10).
9.4.5.CT.1 Identify and gather relevant data that will aid in the problem-solving process (e.g., 2.1.5.EH.4, 4-ESS3-1, 6.3.5.CivicsPD.2).

https://www.state.nj.us/education/cccs/2020/2020%20NJSLS-CLKS.pdf

Transfer Goal: Students will be able to independently use their learning to effectively use written communication for different purposes and varied audiences using appropriate Microsoft Suite applications.

As aligned with LRHSD Long Term Learning Goal(s):
- utilize and integrate essential communication and technical skills significant to 21st century life, work, and community
- apply information technology to achieve an organization's business goal
- create authentic learning experiences to successfully transfer knowledge into real-world experiences preparing them for life and career

Enduring Understandings Students will understand that. . .	*Essential Questions*

EU 1 ● *enhancing typing skills is a benefit for life.*	*EU 1* ● *What makes typing an essential life skill?* ● *How can proper typing skills improve your efficiency in the workplace?*
EU 2 ● *successfully using Microsoft Word and Outlook is necessary to produce and enhance documents for effective written communication.*	*EU 2* ● *How will my new skills in Microsoft Word and Outlook facilitate workflow in my other classes as well my future career choice?* ● *How should I most effectively use technology to communicate my ideas?* ● *How would an employer or client respond to receiving written communication with errors?*
<u>*Knowledge*</u> Students will know. . . *EU 1 (9.2.12.CAP.2 and 9.2.12.CAP.3)* ● *proper typing technique and proofreading skills to correct errors are essential when creating a variety of business documents* *EU 2 (9.2.12.CAP.2 and 9.2.12.CAP.3)* ● *information can be communicated through letters, reports, and newsletters using advanced word processing features.*	<u>*Skills*</u> Students will be able to. . . *EU 1 (9.2.12.CAP.2 and 9.2.12.CAP.3)* ● *demonstrate correct typing technique.* ● *accurately type words, sentences, and paragraphs.* ● *proofread and correct errors.* ● *build speed and accuracy through practice exercises.* *EU 2 (9.2.12.CAP.2 and 9.2.12.CAP.3)* ● *create and format a letter.* ● *create labels, envelopes, & mail merge documents.*

- *special features to enhance the appearance of documents and emails.*
- *various enhancements that are beneficial for professional-looking documents*

- *create reports using the header/footer and footnotes feature.*
- *create a newsletter using columns.*
- *create and organize data in tables.*
- *create a letter and incorporate a table into it.*
- *create a document using special features, such as bold, italicize, underline, shade, fill, font type & size, alignment, spacing, and page layout to enhance document appearance.*
- *utilize comments and tracking changes in documents to apply corrections.*
- *manage messages and replies.*
- *create and attach documents to emails.*
- *manage schedules and calendars.*
- *manage contacts and tasks.*

Stage Two - Assessment

Recommended Performance Tasks:

- *As a rising Senior, it's time to gain some real-world business experience. At the Spring Job Fair, each senior had the opportunity to discuss a possible summer internship at Comp Tech Inc., a local business that sells and refurbishes computers and other electronics. As a potential summer intern, demonstrate competency of business skills to the Human Resources Director of Comp Tech Inc. After submitting a resume and cover letter, it is required to submit the following:*
  - *three minute typing test to demonstrate at least 30 gwam with a maximum of three errors.*
  - *create a properly formatted letter to the customer of Comp Tech Inc. that includes an embedded table that highlights the company's services and rates and addressed envelope.*

○ *completion of the MOS proficiency test for Word and Outlook with a score of 85% or higher on the proficiency test for both Microsoft Word and Outlook.*

Other Evidence:

- *Teacher-generated projects on business letters, newsletters, tables, utilizing advanced features in Word.*
- *Teacher-generated projects on managing messages, creating and attaching documents, managing schedules and calendars, and managing contacts and tasks.*

Stage Three - Instruction

Learning Plan: **Suggested Learning Activities to Include Differentiated Instruction and Interdisciplinary Connections: Each learning activity listed must be accompanied by a learning goal of A= Acquiring basic knowledge and skills, M= Making meaning and/or a T= Transfer.** *{place A, M and/or T along with the applicable EU number in parentheses after each statement}*

- *Teacher observations on typing skills. (M, T, EU1)*
- *Online typing programs such as typing.com or typingclub.com. (A, EU1)*
- *Create models for business documents. (A, EU2)*
- *Explain the purpose of business documents. (M, EU2)*
- *Create and format an email based on an example provided. (M, T, EU2)*
- *Create and format business letters with envelopes based on the example provided. (M, T, EU2)*
- *Create and format a mail merge document. (M, T, EU2)*
- *Create and format reports and research papers. (M, T, EU2)*
- *Create and format newsletter. (M, T, EU2)*
- *Create and format tables. (M, T, EU2)*
- *Create a letterhead for a business letter using graphics/clipart/symbols/word art/text boxes. (M, T, EU2)*