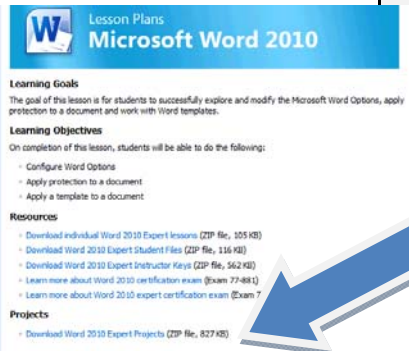


**North Carolina Career-Technical Education
Teaching Preparation Portfolio**

This form should be completed and additional requested material attached. The form should be submitted to appropriate administrators for approval as required by the LEA.

<p><u>General Course Information</u></p> <p>Copy from the Standard Course of Study and paste into the gray area at right.</p>	State course code:	
	State course title:	MSITA – Word, PowerPoint and Publisher
	Recommended maximum enrollment:	30
	Recommended hours of instruction:	135-180
<p><u>Course Description</u></p> <p>Copy course description from the Standard Course of Study and paste into the gray area. (Area will expand to needed size.) Insert explanations of enhanced course expectations and locally-established requirements.</p>	<p>Original Description: Students in Microsoft IT Academies benefit from world-class Microsoft curriculum and software tools to tackle real-world challenges in the classroom environment. In the first part, students will learn to use the newest version of Microsoft Word interface, commands, and features to create, enhance, customize, share and create complex documents, and publish them. In the second part, students will learn to use the newest version of Microsoft PowerPoint interface, commands and features to create, enhance, customize, and deliver presentations. In the last part, students will learn to use the basic features of the newest version of Publisher to create, customize, and publish a publication. English language arts are reinforced. Work-based learning strategies appropriate for this course include cooperative education, internship, service learning, and job shadowing. Apprenticeship is not available for this course. Future Business Leaders of America (FBLA) competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences. This course can help prepare students for the Microsoft Office Specialist (MOS) Certification in Word and/or PowerPoint.</p> <p>Enhanced Description: This honors course extends the Standard Course of Study to a higher more challenging level. Students will choose among honors projects in addition to the activities in the Standard Course of Study. See Expectations of Performance.</p>	
<p><u>Course Goals and Objectives</u></p>	See attached enhanced course blueprint.	
<p><u>Concepts</u></p>	<p>Publisher 2010 Word 2010 PowerPoint 2010</p>	

<p><u>Generalizations</u></p>	<p>Generalizations:</p> <ul style="list-style-type: none"> • The purpose of Microsoft IT Academy is to illustrate the importance of productivity software and word processing in the workplace and how Microsoft Word 2010 can increase productivity. • Students need to learn 21st century skills using current software applications. Students need to be flexible in the workplace and offer documents in various formats to satisfy the needs of all users. • MSITA demonstrates the need to be flexible in the workplace and provide documents that vary in format based upon the context of the work. Document formatting may be used to highlight specific information or enhance the overall appearance of the document. • MSITA is a professional program that requires an understanding of being efficient in the workplace. Revising documents can be necessary as the work environment progresses and that document revision enables a word processor to be productive. • MSITA provides opportunities for students to earn prestigious credentials in Word 2010 and PowerPoint 2010. Students can leave MSITA with two Microsoft certifications. • Microsoft Office Online provides online training, demonstrations, and quizzes that include detailed explanations, preferred methods, and lesson tutorials for each Microsoft Office program. These resources engage students in hands-on experience, self-paced lesson participation, and lesson reinforcement. <p>These generalizations are core concepts that are essential to individuals who work with computers in any capacity and will be addressed throughout the curriculum.</p>
<p><u>Essential Questions</u></p>	<p>Essential Questions</p> <ul style="list-style-type: none"> • What evidence demonstrates that you are knowledgeable in One Note. Essential Standard 1.0 • How does obtaining Microsoft certification(s) effect your career advancement for the workforce? Essential Standard 2.0 & 4.0 • How do advanced skills in Word 2010 influence preparing professional documents? Essential Standard 2.03
<p><u>Issues Particular to the Course</u></p> <p>List issues particular to this course and discuss how you plan to deal with them</p>	<p>*White list when creating Windows Live ID accounts <i>Send information to technology department so they can set up the whitelist</i></p> <p>*Student email <i>Work with Technology Facilitator to ensure students have access to school email</i></p> <p>*Accessibility to Windows SkyDrive <i>Work with technology to make sure SkyDrive is not blocked with iBoss software.</i></p> <p>*Machines need to be “test ready” <i>Collaborate with co-workers/BFIT teacher’s to update testing machines and run the updates and configuration for the appropriate certification test.</i></p> <p>*Machines need to be stable running Windows 7 and Office 2010 in our network environment. <i>Assist technology in report errors and issues in lab to confirm stability.</i></p> <p>*Curriculum guides do not exist and material for the course is collected from other resources. We need a standard curriculum guide as in other CTE guides. <i>Create PowerPoints to assist the Lesson Plans by Microsoft. Collaborate with BCS BFIT teachers and LearnNC PLC.</i></p> <p>*Item banks need to be updated and revised prior to offering the course. <i>Collaborate with our CDC and DPI Representatives and explore ThinkGate Elements to make sure we are using the most current questions.</i></p>

<p><u>Expectations of Performance</u></p> <p>Explain how expectations of performance differ in the honors course from the standard course</p>	<p>Honors MSITA course requires additional student work and QUALITY work. Students will be expected to take greater responsibility for their learning and will be presented with activities that are more challenging and rigorous. This honors course will allow students the opportunity to make a choice in which project/assignment they decide to complete. Assessments for this course will include both cognitive & performance based tasks.</p> <p>Students will be expected to perform at a higher standard when completing the challenging projects, labs and certifications.</p>
<p><u>Assignments</u></p> <p>Provide selected assignments and explain how they differ in the honors course and the standard course</p> 	<p>Assignments and portfolio development required in this honors course are more rigorous than the standard MSITA assignments and portfolio. Students demonstrate critical thinking as they choose the highest quality portfolio entries from their cumulative work.</p> <p>Honors Portfolio Assignments:</p> <ol style="list-style-type: none"> Students must complete all sections in the e-Learning modules for the One Note courses: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Course 10353: Beginner Skills Training in Microsoft OneNote 2010 <input checked="" type="checkbox"/> Course 10397: What's New in Microsoft OneNote 2010 Students may choose (A) or (B) <ol style="list-style-type: none"> (A) There are nine projects to select in Word Expert. Teacher's need to download the projects from the Microsoft Lesson Plans Word Expert material. Located at the "My Academy" for teachers/administrators. Students are to choose 5 projects to complete. <p style="text-align: center;">OR</p>
	<ol style="list-style-type: none"> (B) Collaborate with community stakeholders and/or CTSO's to create five authentic documents tied to MSITA Essential Standards. Students will be designing a media kit for a business (imaginary business, community business, etc.) which includes a flyer, business card, form (sales invoice, purchase order, etc.), letterhead, and a brochure. Honor students will use advanced technologies and online resources to enhance MSITA labs. Honor students will be expected to obtain MOS Certification in Word 2010 and PowerPoint 2010 (<i>using a sliding scale as necessary...see below</i>) in addition to attempting the Word Expert 2010 Certification. Honor students will use PowerPoint 2010 to create a digital portfolio of their course work. Ex: screen shots of their labs, e-Learning modules, projects, etc.
<p><u>Timetables and Deadlines</u></p>	<p>One semester/term</p>

Pacing Guide

Example:

Day 1: PUBLISHER	Day 2:	Day 3:	Day 4:	Day 5:
Day 6:	Day 7:	Day 8:	Day 9:	Day 10:
Day 11:	Day 12:	Day 13:	Day 14:	Day 15:
Day 16:	Day 17:	Day 18: WORD	Day 19:	Day 20:
Day 21:	Day 22:	Day 23:	Day 24:	Day 25:
Day 26:	Day 27:	Day 28:	Day 29:	Day 30:
Day 31:	Day 32:	Day 33:	Day 34:	Day 35:
Day 36:	Day 37:	Day 38:	Day 39:	Day 40:
Day 41:	Day 42:	Day 43:	Day 44:	Day 45:
Day 46:	Day 47:	Day 48:	Day 49:	Day 50:
Day 51:	Day 52:	Day 53:	Day 54:	Day 55:
Day 56:	Day 57:	Day 58:	Day 59:	Day 60: cartoonist review
Day 61: cartoonist review	Day 62: POWERPOINT	Day 63:	Day 64:	Day 65:
Day 66:	Day 67:	Day 68:	Day 69:	Day 70:
Day 71:	Day 72:	Day 73:	Day 74:	Day 75:
Day 76:	Day 77:	Day 78:	Day 79:	Day 80:
Day 81:	Day 82:	Day 83:	Day 84: cartoonist review	Day 85: cartoonist review
Day 86: Review for Writing Test	Day 87 & 88: Review for Writing Test	Day 89: Exam	Day 90: Exam	Day 91: Exam

This can vary. However, teachers should be teaching the software in the following order: Publisher, Word and then PowerPoint.

Assessments

Explain how students will be assessed in the course and attach selected assessments and rubrics.

- ThinkGate Elements Testing
- Class work from MSITA
 - Labs, Modules, e-Learning online
- MOS Word & PowerPoint Certifications and an **attempt at Expert Word 2010 Certification.**
- **Collaboration** with community stakeholders and/or CTSO's
- Formative Assessments

System for Grading

Include system for grading in the course syllabus.

Interim Tests and Certification Exams (50%) weighted at teacher discretion

- Microsoft Certification Exams
- ThinkGate Elements Tests
- Interim Class Tests created by the teacher (formative assessments, etc.)

Work-based learning Assessments (50%) weighted at teacher discretion

- Labs, Projects, e-Learning, Guided Activities, Independent Activities, etc.

Final Exam (25%)

Sliding Scale for Certification Exam

Range	This is your classroom grade!	Range	This is your classroom grade. Please try again to earn your certificate!
700	93	600-699	90
701-744	94	599-549	80
745-788	95	548-498	70
789-831	96	497-447	60
832-874	97	446-396	50
875-917	98	395-320	40
918-960	99	319-220	30
961-1000	105	219 and below	0

**Instructional Materials,
Equipment, and
Technologies**

List materials, equipment,
and technologies needed
for the course.

Microsoft Office 2010 Certification Prep

ISBN-13: 978-1-133-19107-0

There are eight sections in this book, plus an appendix covering basic features of the Windows 7 operating system to help extend students' learning. The first section, Exam Tips, provides some background information on the Microsoft Office Specialist program, the general process for taking an exam, and some helpful hints for preparing for and successfully passing the exams.

The remaining seven sections each cover a different Microsoft program or exam: Word Core, Word Expert, Excel Core, Excel Expert, Access, PowerPoint, and Outlook. Each program-specific section begins with a brief Getting Started section that reviews the basic skills that are not specifically covered in the Microsoft Office Specialist exams, but that are essential to being able to work in the program.

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams (77-885, 77-886, 77-887, 77-888)

by [John Pierce](#) and [Geoff Evelyn](#)

[Microsoft Press](#) © 2011 (736 pages) [Citation](#)

ISBN:9780735657885

Designed to help you prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features in-depth exam prep, practice, and review to help advance your proficiency - and earn the credential that proves it!

Online Resources:

<https://itacademy.microsoftelearning.com/>

www.quizlet.com

www.quia.com

www.lynda.com

<http://www.gcflearnfree.org>

www.typingweb.com

www.wordle.com

www.spicynodes.com

www.prezi.com

www.coursesmart.com

Submitted _____
Teacher signature *Date*

Approved _____
Administrator signature *Date*

Approved _____
Administrator signature *Date*

Approved _____
Administrator signature *Date*

**Adapted CTE Course Blueprint of Essential Standards for
6417Microsoft Word, PowerPoint, and Publisher**
(Recommended hours of instruction: 135-180)

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to :)	Course Weight	RBT Designation
1	2	3	4
	Total Course Weight	100%	
A & B	<p>Honor student’s reflection and choice of high quality entries in enhanced honors One Note portfolio which is ongoing through all Essential Standards. Due to our network it is NOT possible for multiple students to use OneNote as an electronic portfolio because ALL students would have access to it in other classes. Instead, students must complete all sections in the e-Learning modules for the One Note courses:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Course 10353: Beginner Skills Training in Microsoft OneNote 2010 <input checked="" type="checkbox"/> Course 10397: What's New in Microsoft OneNote 2010 <p>Students may choose (A) or (B)</p> <p>(A) Complete 5 projects from the Microsoft Lesson Plans Word Expert material. Located at the “My Academy” for teachers/administrators.</p> <p align="center">OR</p> <p>(B) Collaborate with community stakeholders and/or CTSO's to create authentic documents tied to MSITA Essential Standards.</p> <p>Students will be expected to use advanced technologies and online resources to enhance MSITA labs.</p> <p>Students will be expected to obtain MOS Certification in Word 2010 and PowerPoint 2010 (using a sliding scale as necessary)</p> <p>Students should attempt MOS Word Expert 2010 certification.</p>		Honors Required
A	MICROSOFT WORD	50%	
1.00	Apply information gathering skills using Microsoft OneNote (SUPPLEMENTAL)		C3
	<p>1.01 Create, save, and add media elements to a notebook (Course 10353).</p> <p>1.02 View, print, and share a notebook (Course 10353).</p>		
2.00	Apply word processing software application skills using Microsoft Word.	50%	C3
	<p>2.01 Apply beginning skills by creating, enhancing, printing, and sharing Word documents (Course 10294).</p> <p>2.02 Apply intermediate skills by customizing, enhancing, reviewing, sharing, protecting, and creating complex Word documents (Course 10391).</p> <p>2.03 Apply advanced skills by reviewing, finalizing, and creating interactive Word documents (Course 10392).</p> <p>2.04 Apply expert skills by reviewing, finalizing, and creating interactive Word documents at the Microsoft Word 2010 Expert level.</p>		Honors Required

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to :)	Course Weight	RBT Designation
1	2	3	4
3.00	Apply desktop publishing application skills using Microsoft Publisher.	20%	C3
	3.01 Create a publication (Course 10354). 3.02 Insert and edit pictures in a publication (Course 10354). 3.03 Print and share a publication (Course 10354). 3.04 Create a media kit for your business that includes a flyer, business card, letterhead, and a brochure.		Honors Required
4.00	Apply presentation software application skills using Microsoft PowerPoint.	30%	C3
	4.01 Create presentations by adding text boxes, tables, inserting/formatting images, finalizing, and delivering a presentation (Course 10295). 4.02 Use intermediate skills to use text boxes, tables, and multimedia while finalizing and presenting material (Course 10295). 4.03 Customize presentations by customizing the user interface, elements, adding information, multimedia elements, and animation enhancements while finalizing a slide show for delivery (Course 10386). 4.04 Design a digital portfolio of course work using PowerPoint 2010. Ex: screen shots of their labs, e-Learning modules, projects, etc.		Honors Required

*Adapted CTE Course Blueprint based on Microsoft IT Academy objectives.

Please visit the Moodle PLC for curriculum resources. Contact msita@dpi.nc.gov for Moodle PLC information.