

North Carolina Career and Technical Education

Adapted CTE Course Blueprint

Business, Finance, and IT Education (BFIT)

Microsoft Word and PowerPoint (Office 2016)

Summer 2017

<p>Course 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. 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. Content in this course aligns with the following industry credential: the Microsoft Office Specialist (MOS) in Word and/or PowerPoint, http://www.microsoft.com/learning/en/us/certification/mos.aspx.</p>	Hours of Instruction:		135-180	
	Recommended Maximum Enrollment:		30	
	Prerequisite:		N/A	
	Career Cluster(s):	Foundational: AR, BM, IT Enhancement: AG, AC, ED, FN, GV, HL, HT, HU, LW, MN, MK, ST, TD Completer: N/A		
<p>Aligned Credential or Certification: Microsoft Office Specialist - Word 2016 (Core and/or Expert) AND Microsoft Office Specialist - PowerPoint 2016</p>	Work-Based Learning	Cooperative Education Internship Service Learning Job Shadowing.		
ES #	Unit Titles/Essential Standards and Indicator Statements	Course Weight	RBT Designation	Local Use
Ind #	(The Learner will be able to:)			

	Total Course Weight	100%		90
1.00	Understand word processing software application skills using Microsoft Word 2016.	30%		27
1.01	Understanding Word			
1.02	Basic Editing			
1.03	Character Formatting			
1.04	Paragraph Formatting			
1.05	Managing Text Flow			
1.06	Creating Tables			
1.07	Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes			
1.08	Using Illustrations and Graphics			
1.09	Formatting a Research Paper			
2.00	Understand advanced word processing skills using Microsoft Word 2016.	20%		18
2.01	Managing Document Changes			
2.02	Advanced Editing and Formatting			
2.03	Protecting and Sharing Documents			
2.04	Customizing Documents			
2.05	Using Macros, QuickParts, and Content Links			
2.06	Using Fields, Forms and Indexes			
2.07	Performing Mail Merges			
3.00	Understand presentation software application skills using Microsoft PowerPoint 2016.	50%		45
3.01	PowerPoint Essentials			
3.02	Presentation Basics			
3.03	Working with Text			
3.04	Designing a Presentation			
3.05	Adding Tables to Slides			
3.06	Using Charts in a Presentation			
3.07	Creating SmartArt Graphics			
3.08	Adding a Graphics to a Presentation			
3.09	Using Animation and Multimedia			
3.10	Securing and Sharing a Presentation			
3.11	Delivering a Presentation			

Contact BusinessandITEducation@dpi.nc.gov for more information.

Career and Technical Student Organizations (CTSO) are an integral part of this curriculum. CTSOs are strategies used to teach course content, develop leadership, citizenship, responsibility, and proficiencies related to workplace needs.

Career and Technical Education conducts all activities and procedures without regard to race, color, creed, national origin, gender, or disability. The responsibility to adhere to safety standards and best professional practices is the duty of the practitioners, teachers, students, and/or others who apply the contents of this document.

This blueprint has been reviewed by business and industry representatives for technical content and appropriateness for the industry