

**Career Technical Education (CTE) Course Outline**

<b>Course Title:</b>	Microcomputer Applications/3: Presentation
<b>Course Number:</b>	75-35-86
<b>Date:</b>	July 2024
<b>Industry Sector:</b>	Business and Finance
<b>Pathway:</b>	Business Management
<b>CBEDS Title:</b>	Business Technology
<b>CBEDS Code:</b>	4623
<b>Credits:</b>	5

**Hours:**

Total
80

**Course Description:**

This competency-based course is the third in a sequence of five designed for computer operation. It provides students with technical instruction and practical experience in presentation programs. It includes an introduction, safety and ergonomics, presentation introduction, working with slides and templates formatting a presentation, pictures, objects, and illustrations, transitions, animations, and multimedia, presentation delivery, printing a presentation, and employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

<b>Prerequisites:</b>	Enrollment requires successful completion of the Microcomputer Applications/2: Spreadsheet (75-35-84) course.
<b>NOTE:</b>	For Perkins purposes this course has been designated as a <b>concentrator/capstone</b> course.  This course <b>cannot</b> be repeated once a student receives a Certificate of Completion.
<b>A-G Approval</b>	N/A
<b>Methods of Instruction:</b>	Lectures and discussion, demonstrations, student hands-on practice, individualized instruction, multimedia presentations, critical thinking and listening skills, and peer teaching and cooperative learning
<b>Student Evaluation:</b>	Summative: End of section assessments
<b>Industry Certification:</b>	N/A
<b>Recommended Texts:</b>	Fehl, Alec, Scott, Alex; Linford, Ben; Ewell, Ian. <u>Building a Foundation with Microsoft Office 2021 &amp; 365</u> . Labyrinth Learning, 2022.  Freund, Steven M.; Hoisington, Corinne; Last, Mary Z.; Pratt, Philip J.; Sebok, Susan L.; Vermaat, Misty E. <u>Shelly Cashman Series Microsoft Office 365 &amp; Office 2021: Introductory, 1<sup>st</sup> Edition</u> , Cengage Learning, 2021.  Nielsen, Joyce J.; Weixel, Suzanne; Wempen, Faith. <u>Learning Microsoft Office 365 Level 1, 2022</u> , Pearson, 2022.
<b>Link to Resource Folder</b>	<a href="https://bit.ly/microcompapp3resources">https://bit.ly/microcompapp3resources</a>  Access to Employer Advisory Board members, Employment Development Department, LAUSD Responsible Use Policy, and CDE Model Curriculum Standards for Business and Finance.

Approved by: Renny L. Neyra, Executive Director

<b>COMPETENCY AREAS AND STATEMENTS</b>	<b>MINIMAL COMPETENCIES</b>	<b>STANDARDS</b>
<p><b>A. INTRODUCTION REVIEW</b></p> <p>Identify skills required, equipment and materials used, classroom procedures, and available job opportunities.</p> <p>(2 hours)</p>	<ol style="list-style-type: none"> <li>1. Review the scope and purpose of the course.</li> <li>2. Review classroom policies and procedures.</li> <li>3. Review the importance of prioritizing work.</li> <li>4. Review, identify, research, and compare the different career paths, occupations, employment outlook, career advancements, and its impact on the business and finance industry sector.</li> <li>5. Review the opportunities available for promoting gender equity and the representation of non-traditional populations.</li> <li>6. Review and recognize the importance of ethical behavior, responsibility, teamwork, respecting individual and cultural differences, and diversity in the workplace.</li> <li>7. Review the duties and job roles as they apply to the Business and Finance industry sector.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 7, 8, 9, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Career Planning &amp; Management: 3.1, 3.2, 3.3, 3.4, 3.5, 3.7, 3.9 Technology: 4.1, 4.2, 4.3, 4.5, 4.6 Responsibility &amp; Flexibility: 7.3, 7.4 Ethics &amp; Legal Responsibilities: 8.4 Leadership &amp; Teamwork: 9.3, 9.6</p> <p><b>CTE Pathway:</b> A4.2, A7.1, A7.2, A7.3, A7.4</p>
<p><b>B. SAFETY AND ERGONOMICS REVIEW</b></p> <p>Review, understand,</p>	<ol style="list-style-type: none"> <li>1. Review and explain classroom and workplace first aid and emergency procedures.</li> <li>2. Review, and research the California Occupational Safety and Health Administration (Cal/OSHA) workplace requirements to make informed decisions.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 6, 7, 8, 10, 11</p> <p><b>CTE Anchor:</b> Academics:</p>

<p>apply, and demonstrate the principles of safety and ergonomics.</p> <p>(4 hours)</p>	<ol style="list-style-type: none"> <li>3. Review how each of the following ensures a safe workplace to include verbal and nonverbal communication: <ol style="list-style-type: none"> <li>a. employees' rights as they apply to job safety</li> <li>b. employees' obligations as they apply to safety</li> <li>c. safety laws applying to tools and equipment</li> </ol> </li> <li>4. Review and demonstrate operating a computer safely and in a manner that protects the equipment.</li> <li>5. Review ergonomics and demonstrate sound ergonomic practices such as: <ol style="list-style-type: none"> <li>a. identify causes, effects, and preventive measures for repetitive strain injuries</li> <li>b. typing technique, posture, and finger placement</li> <li>c. keyboard and monitor angle</li> <li>d. ways to hold and move a mouse without gripping it hard or squeezing it</li> <li>e. list benefits of periodic breaks to stretch and relax</li> <li>f. variety of stretches involving the wrists, neck, and shoulders</li> <li>g. organize and sanitize one's workspace</li> </ol> </li> <li>6. Review personal safety when lifting, bending, or moving equipment and supplies.</li> <li>7. Review, discuss, and interpret software copyright laws as they pertain to computers.</li> <li>8. Review and sign the LAUSD Responsible Use Policy (RUP).</li> <li>9. Pass the safety test with 100% accuracy.</li> </ol>	<p>1.0</p> <p>Communications: 2.1, 2.3, 2.5, 2.6</p> <p>Technology: 4.2</p> <p>Problem Solving &amp; Critical Thinking: 5.2, 5.4</p> <p>Health &amp; Safety: 6.2, 6.3, 6.4, 6.5, 6.6, 6.7</p> <p>Ethics &amp; Legal Responsibilities: 8.2, 8.3, 8.6, 8.7</p> <p>Technical Knowledge &amp; Skills: 10.1, 10.2</p> <p>Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>C. PRESENTATION INTRODUCTION</b></p> <p>Review, understand, apply, and demonstrate the principles of a presentation.</p>	<ol style="list-style-type: none"> <li>1. Define the presentation and explain the capabilities and purpose.</li> <li>2. Discuss the various presentation software applications available.</li> <li>3. Demonstrate starting the presentation program to open a blank slide.</li> <li>4. Explain the blank slide and elements of the screen by defining: <ol style="list-style-type: none"> <li>a. quick access toolbar</li> <li>b. title bar</li> <li>c. tabs</li> <li>d. ribbon and ribbon layout</li> <li>e. groups and buttons</li> <li>f. thumbnail pane</li> <li>g. slide navigation pane</li> <li>h. ruler, guides, and gridlines</li> <li>i. slide view/pane</li> <li>j. place holders</li> <li>k. panels</li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.2, 4.3</p> <p>Problem Solving &amp; Critical Thinking: 5.3, 5.4</p>

<p>(10 hours)</p>	<ul style="list-style-type: none"> <li>l. status bar</li> <li>m. zoom and other view options</li> <li>n. zoom control slider</li> <li>o. notes pane</li> </ul> <ol style="list-style-type: none"> <li>5. Discuss and explain how to plan and develop an outline for a presentation.</li> <li>6. Organize the next steps to determine information for each slide based on the outline to make informed decisions.</li> <li>7. Demonstrate how to: <ul style="list-style-type: none"> <li>a. enter text using place holders</li> <li>b. save a presentation</li> <li>c. close a presentation</li> <li>d. open an existing presentation</li> </ul> </li> <li>8. Pass a presentation introduction assessment with an 80% score or higher.</li> </ol>	<p>Technical Knowledge &amp; Skills: 10.1, 10.3</p> <p>Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>D. WORKING WITH SLIDES AND TEMPLATES</b></p> <p>Review, understand, apply, and demonstrate working with slides and templates.</p> <p>(8 hours)</p>	<ol style="list-style-type: none"> <li>1. Demonstrate how to insert new slides.</li> <li>2. Define, explain, and demonstrate the different slide views and change to: <ul style="list-style-type: none"> <li>a. normal</li> <li>b. outline view</li> <li>c. slide sorter</li> <li>d. notes page</li> <li>e. reading view</li> </ul> </li> <li>3. Demonstrate the proper method to: <ul style="list-style-type: none"> <li>a. add, delete, copy, and paste a slide</li> <li>b. organize/moving slides</li> <li>c. hide and unhide slides</li> <li>d. add notes to a slide</li> <li>e. move from slide to slide</li> <li>f. reuse slides</li> <li>g. use the slide master</li> </ul> </li> <li>4. Explain, discuss, and demonstrate customizing slide layouts.</li> <li>5. Define and demonstrate how to insert headers and footers on the presentation.</li> <li>6. Explain the purpose of presentation properties to identify author, date created, subject, and file size.</li> <li>7. Work with teams to research and demonstrate how to create a presentation using a template.</li> <li>8. Add text to the existing template with your own information.</li> <li>9. Pass a working with slides and template assessment with an 80% score or higher.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 9, 10, 11</p> <p><b>CTE Anchor:</b></p> <p>Academics: 1.0</p> <p>Communications: 2.1, 2.3, 2.5</p> <p>Technology: 4.2, 4.5</p> <p>Problem Solving &amp; Critical Thinking: 5.3, 5.4</p> <p>Leadership &amp; Teamwork: 9.3, 9.7</p> <p>Technical Knowledge &amp; Skills: 10.1, 10.3</p> <p>Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>

<p><b>E. FORMATTING A PRESENTATION</b></p> <p>Review, understand, apply, and demonstrate formatting a presentation and adding tables and charts</p> <p>(15 hours)</p>	<ol style="list-style-type: none"> <li>1. Define, demonstrate, and apply the following terms: <ol style="list-style-type: none"> <li>a. textbox</li> <li>b. background</li> <li>c. colors</li> <li>d. effects</li> <li>e. shapes</li> <li>f. aligning text</li> <li>g. bullets and numbering</li> <li>h. tabs</li> <li>i. format painter</li> <li>j. font</li> </ol> </li> <li>2. Define and demonstrate how to add a table using: <ol style="list-style-type: none"> <li>a. rows and columns</li> <li>b. header rows</li> <li>c. total row.</li> </ol> </li> <li>3. Define and demonstrate how to add a chart to include: <ol style="list-style-type: none"> <li>a. chart type</li> <li>b. add data to spreadsheet</li> <li>c. add chart elements</li> </ol> </li> <li>4. Explain, discuss, and form teams to format slides by demonstrating: <ol style="list-style-type: none"> <li>a. design tab (theme, variant, background)</li> <li>b. insert tab (text box, header/footer, equations/symbols, etc.)</li> <li>c. format tab (shapes, styles, WordArt, arrange, size)</li> <li>d. table design tab (table style options, table styles, WordArt style, draw borders)</li> <li>e. layout tb (table, rows &amp; columns, merge, cell size, alignment, table size, arrange)</li> </ol> </li> <li>5. Pass a formatting assessment with an 80% score or higher</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 9, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Leadership &amp; Teamwork: 9.3, 9.7 Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>F. PICTURES, OBJECTS, AND ILLUSTRATIONS</b></p> <p>Review, understand, apply, and demonstrate using pictures, objects, and illustrations in a presentation.</p>	<ol style="list-style-type: none"> <li>1. Discuss, explain, and define how pictures and objects are used in a presentation.</li> <li>2. Demonstrate how to work with pictures and objects by: <ol style="list-style-type: none"> <li>a. insert/delete</li> <li>b. moving/resizing</li> <li>c. crop an image</li> <li>d. remove background/color of an image</li> <li>e. apply adjust group</li> <li>f. add picture styles</li> <li>g. add arrange group</li> <li>h. using the size group</li> <li>i. adding screenshots</li> </ol> </li> <li>3. Define, explain, and demonstrate the illustration group.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5, 2.6 Technology: 4.2</p>

<p>(7 hours)</p>	<ol style="list-style-type: none"> <li>4. Explain the importance of being cognizant of pictures, objects, and illustrations when uploading/downloading media.</li> <li>5. Pass a pictures, objects, and illustration assessment with an 80% score or higher.</li> </ol>	<p>Technical Knowledge &amp; Skills: 10.1 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>G. TRANSITIONS, ANIMATIONS, AND MULTIMEDIA</b></p> <p>Review, understand, apply, and demonstrate using transitions, animations, and multimedia in a presentation.</p> <p>(15 hours)</p>	<ol style="list-style-type: none"> <li>1. Open an existing presentation.</li> <li>2. Define the following terms: <ol style="list-style-type: none"> <li>a. transitions</li> <li>b. animations</li> <li>c. multimedia</li> </ol> </li> <li>3. Explain and demonstrate how to use transition by: <ol style="list-style-type: none"> <li>a. adding a transition from the Transition to This Slide group</li> <li>b. adding effect options menu button</li> <li>c. selecting preview to view the transition(s)</li> </ol> </li> <li>4. Explain and demonstrate how to use animation by: <ol style="list-style-type: none"> <li>a. adding an animation from the Animation group</li> <li>b. adding effect options menu button</li> <li>c. selecting preview to view the animation(s)</li> <li>d. adding animation from the Advanced Animation group</li> </ol> </li> <li>5. Demonstrate how to add timing to the transition and/or animation in a presentation.</li> <li>6. Explain and demonstrate how to use the Media group from the Insert Menu to add/delete: <ol style="list-style-type: none"> <li>a. video</li> <li>b. audio</li> <li>c. recording</li> </ol> </li> <li>7. Pass a transition, animation, and multimedia assessment with an 80% score or higher.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Problem Solving &amp; Critical Thinking: 5.3, 5.4 Leadership &amp; Teamwork: 9.3, 9.7 Technical Knowledge &amp; Skills: 10.1, 10.3 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>H. PRESENTATION DELIVERY</b></p>	<ol style="list-style-type: none"> <li>1. Demonstrate how to insert new slides.</li> <li>2. Define and demonstrate how to use the Slide Show tab to include:</li> </ol>	<p><b>Career Ready Practice:</b></p>



<p>Review, understand, apply, and demonstrate the importance of delivery of an effective presentation.</p> <p>(10 hours)</p>	<ol style="list-style-type: none"> <li>a. Start Slide Show group</li> <li>b. Rehearse group</li> <li>c. Set Up group</li> <li>d. Monitors group</li> </ol> <ol style="list-style-type: none"> <li>3. Explain and demonstrate how to use the Slide Show Option group when a presentation is presented.</li> <li>4. Explain and stress the importance of the following guideline when delivering a presentation: <ol style="list-style-type: none"> <li>a. chose a font style and size that your audience can read from a distance</li> <li>b. keep your text simple and minimize the amount of text on each slide</li> <li>c. use professional graphics and colors catered to your theme and/or topic</li> <li>d. check the spelling and grammar</li> <li>e. tailor the presentation according to the type of audience</li> <li>f. speak to the audience instead of the presentation</li> <li>g. use your compelling voice for clarity and comprehension</li> <li>h. review and practice the presentation prior to delivery</li> </ol> </li> <li>5. Explain and demonstrate how to close a presentation.</li> <li>6. Pass a presentation delivery assessment with an 80% score or higher.</li> </ol>	<p>1, 2, 4, 5, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.4, 2.5 Technology: 4.2 Problem Solving &amp; Critical Thinking: 5.3 Leadership &amp; Teamwork: 9.3, 9.7 Technical Knowledge &amp; Skills: 10.1, 10.3 Demonstration &amp; Application: 11.1</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
<p><b>I. PRINTING A PRESENTATION</b></p> <p>Understand and apply basic print layout options.</p>	<ol style="list-style-type: none"> <li>1. Form individual and/or groups to describe and demonstrate printing a presentation using the print layout group: <ol style="list-style-type: none"> <li>a. print a presentation</li> <li>b. number of copies</li> <li>c. selection of printer</li> <li>d. printer properties</li> <li>e. printer settings group</li> <li>f. full page slides group</li> <li>g. print one sided or both sides</li> <li>h. collated/uncollated</li> <li>i. color, gray scale, and black and white</li> </ol> </li> <li>2. Pass a printing a presentation assessment with an 80% score or higher.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 9, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.1, 2.3, 2.5 Technology: 4.2 Leadership &amp; Teamwork:</p>

<p>(5 hours)</p>		<p>9.3, 9.7          Technical Knowledge &amp; Skills:          10.3          Demonstration &amp; Application:          11.1</p> <p><b>CTE Pathway:</b>          A7.1, A7.2, A7.4</p>
<p><b>J. EMPLOYABILITY SKILLS AND RESUME PREPARATION REVIEW</b></p> <p>Understand, apply, and evaluate employability and resume preparation skills.</p>	<ol style="list-style-type: none"> <li>1. Review and define employer requirements for soft skills such as:             <ol style="list-style-type: none"> <li>a. attitude toward work</li> <li>b. communication and collaboration</li> <li>c. critical thinking, problem solving, and decision-making</li> <li>d. customer service</li> <li>e. diversity in the workplace</li> <li>f. flexibility and adaptability</li> <li>g. interpersonal skills</li> <li>h. leadership and responsibility</li> <li>i. punctuality and attendance</li> <li>j. quality of work</li> <li>k. respect, cultural and diversity differences</li> <li>l. teamwork</li> <li>m. time management</li> <li>n. trust and ethical behavior</li> <li>o. work ethic</li> </ol> </li> <li>2. Review a career plan that reflects career interests, pathways, and post-secondary options.</li> <li>3. Create/revise a resume, cover letter and/or portfolio.</li> <li>4. Demonstrate, analyze, research, and review the role of online job searching platforms and career websites to make informed decisions.</li> <li>5. Review the importance of assessing social media account content for professionalism.</li> <li>6. Review and complete and/or review an on-line job application.</li> </ol>	<p><b>Career Ready Practice:</b>          1, 2, 3, 4, 5, 7, 8, 9, 10, 11</p> <p><b>CTE Anchor:</b>          Academics:          1.0          Communications:          2.1, 2.2, 2.3, 2.4, 2.5, 2.6          Career Planning &amp; Management:          3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, 3.9          Technology:          4.1, 4.2, 4.3, 4.4, 4.5, 4.6          Problem Solving &amp; Critical Thinking:          5.1, 5.2, 5.4          Responsibility &amp; Flexibility:          7.2, 7.3, 7.4, 7.5, 7.7          Ethics &amp; Legal Responsibilities:          8.3, 8.4, 8.5          Leadership &amp; Teamwork:          9.1, 9.2, 9.3, 9.4, 9.6, 9.7</p>

(4 hours)	<ol style="list-style-type: none"> <li>7. Review and demonstrate interview skills to get the job: <ol style="list-style-type: none"> <li>a. do's and don'ts for job interviews</li> <li>b. how to dress for the job</li> </ol> </li> <li>8. Review and demonstrate and create sample follow-up letters.</li> <li>9. Review the importance of the continuous upgrading of job skills as it relates to: <ol style="list-style-type: none"> <li>a. certification, licensure, and/or renewal</li> <li>b. professional organizations/events</li> <li>c. industry associations and/or organized labor</li> </ol> </li> </ol>	<p>Technical Knowledge &amp; Skills: 10.1, 10.3</p> <p>Demonstration &amp; Application: 11.1, 11.2, 11.5</p> <p><b>CTE Pathway:</b> A7.1, A7.2, A7.4</p>
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## ***ACKNOWLEDGEMENTS***

Thanks to the following individuals for their contributions in developing and editing this curriculum:

Ana Martinez, Aida Guerrero, Angelina Lopez, Julio C. Navarro, Julia Rosario, and Katherine Valenzuela