



# Lesson Plan

**Supports MOS Certification in Word and Key Applications for IC<sup>3</sup> Certification**

Course: Office Occupations  
 Unit: Microsoft Office Specialist  
 Core Specialist Certification – WORD 2002  
 AND/OR  
 IC<sup>3</sup> Certification – Key Applications  
 Topic: Using WORD and the Internet to Research Business Terms  
 Timeframe: 2.5 hours

<p><b>ESLRs</b></p>	<ul style="list-style-type: none"> <li>X #1 Communicating Effectively</li> <li>X #2 Accessing and Managing Job Related Resources</li> <li>X #3 Setting Career and Life Goals</li> <li>X #4 Accepting Personal Responsibility</li> </ul>	<p><b>California Career Technical Education Model Curriculum Standards: Information Support and Services Pathway</b>        A7.1 Know common industry-standard software and its applications.</p> <p><b>Academic Standards:        Grades Eleven and Twelve;        Reading Comprehension E2.3        Writing Strategies E1.1</b> Demonstrates control of grammar, diction, and paragraph and sentence structure and an understanding of English usage.</p> <p><b>MOS Certification Standard:        Core Specialist - WORD</b></p> <p><b>IC<sup>3</sup> Certification Standard:        Key Applications Module 2 Word Processing</b>        Be able to format text and documents including the ability to use automatic formatting tools</p> <p><b>All Aspects of the Industry:        Principles of Technology:</b> Transfer knowledge to new technologies within and across industries. Ensure employee and consumer safety within their chosen industry. Participate in technological innovation.</p>
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	10 mins	<ul style="list-style-type: none"> <li>• Fill color, shades</li> <li>• Engage students to get as creative as they want.</li> </ul> <p>Students will share their document with their neighbor and be able to captivate the reader with shape, color, innovative ideas, text with meanings and the use of headers and footers. Allow time for students to print their documents, make corrections and do a final peer proof reading before submitting the assignment to the instructor.</p> <p>Students should print the document by:</p> <ul style="list-style-type: none"> <li>• Click on the print button on the standard toolbar</li> <li>• Explain the importance of clicking once on the icon and waiting for the document to print (avoid printing multiple copies of documents)</li> </ul> <p>Students should present the printed document to a peer for review of spelling/grammatical errors and suggestions.</p>	Printed WORD document
<b>Closing</b>	10 mins	<p>Students should receive their edited document from peers and make necessary adjustments before submitting their work to the instructor for evaluation.</p> <p>Students can break into groups and conduct open forum discussions on Latin words researched on new findings within the research conducted.</p>	Groups
<b>Assessment/ Evaluation</b>	15 mins	<p><i>INSTRUCTOR/STUDENTS</i> Have students break into small groups of five. Within each group, each student individually presents their findings regarding their search and final product. Then select volunteer students to orally present to the class their final printed document and share with their peers their added Latin business words exercise.</p> <p><i>INSTRUCTOR</i> Collect all WORD documents and evaluate per rubric (attached).</p>	WORD documents Groups
<b>Homework</b>		<p><i>STUDENTS</i> Communication is the key. Share your findings with your parents, family, and peers and record feedback. Keep notes in your journal of the reactions, and turn in to the instructor at the next class session.</p>	Journal Pen

## Business Terms Fundamentals Scoring Guide Overall (Holistic Score)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Introductory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Advanced</b>
<p>Demonstrates little or no content knowledge and application of content knowledge and skills related to the standard(s). Shows little or no ability to prepare for Internet search assignment, skills are weak; fails to present work effectively.</p> <ul style="list-style-type: none"> <li>Records partial to few of the terms.</li> <li>Addresses the assignment with minimal or no detail (may include inaccuracies).</li> </ul>	<p>Demonstrates gaps in content knowledge and/or application of content knowledge and skills related to the standard(s). Shows some ability to prepare for Internet search assignment, but major weakness(es) may be evident; overall presentation makes some of the work difficult to understand.</p> <ul style="list-style-type: none"> <li>Identifies some to several business terms.</li> <li>Addresses assignment with minimal detail (may include inaccuracies).</li> </ul>	<p>Demonstrates adequate content knowledge and application of knowledge and skills related to the standard(s). Shows adequate ability to prepare for Internet search; overall presentation is organized, making most of the work easy to understand.</p> <ul style="list-style-type: none"> <li>Identifies most business terms.</li> <li>Addresses assignment with adequate detail (may include minor inaccuracies).</li> </ul>	<p>Demonstrates superior content knowledge and application of knowledge and skills related to the standard(s). Shows superior ability to conduct Internet search; overall presentation is well organized and effective, making all of the work easy to understand.</p> <ul style="list-style-type: none"> <li>Identifies all of the different business terms.</li> <li>Addresses assignment with planning or training with accuracy, and excellent detail.</li> </ul>

Based on your examination of the printed WORD document entries and the dimensional scores, please review the overall (holistic) score levels described above, and give WORD document a final, overall score. Please provide a justification for the overall score.

Overall Score: \_\_\_\_\_

Justification:

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Student Name: \_\_\_\_\_

School: \_\_\_\_\_ Evaluator \_\_\_\_\_

## FUNDAMENTAL BUSINESS TERMS HANDOUT

From the following list, circle 10 words that are unfamiliar to you, and type them out in a Microsoft Word document. Then SEARCH for the definition on the Internet at [www.dictionary.com](http://www.dictionary.com) Select and Copy one of the meanings for the word and paste it into your document in Word. Then type a correct sentence using that word. Type your name, the date, and class name at the top of the page before printing.

Commission	Fragment	Internet	Memory	Simulations
Maximize	Theme	Transition	Query	Ethics
Communication	Fundamental	Career	Standards	Skills
Letters	Team	Thinking	Apprentice	Scans
Technology	Mentor	Industry	Project	Business
Employer	Employee	Occupation	Labor	Associations
Basic skills	Benchmark	Interpersonal	Academy	Awareness
Transition	Programs	Educational	Integrate	Cooperative
Curriculum	Disability	Enrollment	Entrepreneur	Goals
Performance	Workplace	Completion	International	Internships
Job	Shadowing	Objectives	Measures	Partnership
Organization	Training	Portfolio	Institution	Private
Resources	Personal	Qualities	Systems	Information
Foundations	Opportunity	Learning	Component	Technical
Vocation	Animation	Artificial	Intelligence	Bit
Byte	Browser	Copyright	Chart	Clip art
Clipboard	Computer	Drives	Cell	Unit
Data	Copy	Control	Database	Desktop
Default	Publishing	Dialog	Digital	Disk
Distance	Document	Font	Domain	Footer
Dragging	Formula	Entry	Graphics	File
Event	Header	Form	Extranet	Double
Click	Electronic	Mail	Function	Keys
Home	Page	Links	Text	Hardware
Input	Output	Device	Insert	Mode
Explorer	Log	On	Off	Keyboard
Logic	Laser	Linking	Magnetic	Tape
Mainframe	Menu	Merge	Micro	Modem
Monitors	Network	DOS	Mouse	View
Navigation	Motherboard	Restore	Path	Print
Scanner	Screen	Receive	Protocols	Layout
Range	Scroll	Bar	Search	Sender
Select	Server	Shortcut	Source	Slide
Spam	Spider	Spreadsheet	Software	Page
Break	Submenu	Supercomputer	Toggle	Template
Telecommunication	Media	Trigger	Usenet	Virtual
Voice	Recognition	Web	Reality	Window
Wizard	Word	Processor	Worksheet	Worm
Zip	Zoom	Title bar	Interface	Virus
Web server	Transmission	Workbook	Character	Pointer