



Lesson Plan
Supports MOS Certification
In PowerPoint & Living Online
for IC³ Certification

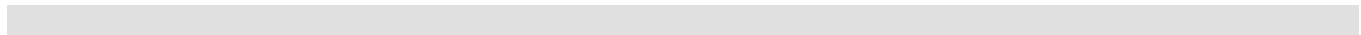
Course: Office Occupations CC/CCTE
 Unit: Microsoft Office Specialist Certification in PowerPoint 2002
 AND/OR
 IC³ Certifications – Living Online
 Topic: Using PowerPoint and the Internet to Identify Career Interests
 Timeframe: 2 hours

<p>ROP ESLRs</p>	<ul style="list-style-type: none"> X #1 Communicating Effectively X #2 Accessing and Managing Job Related Resources X #3 Setting Career and Life Goals X #4 Accepting Personal Responsibility 	<p>California Career Technical Education Model Curriculum Standards: Information Support and Services Pathway A7.3 Know a variety of sources for reference materials (e.g., online help, vendor websites, online discussion groups, tutorials, and manuals).</p> <p>Academic Standards: Grades Eleven and Twelve Reading Comprehension E2.3 Writing Strategies E1.3 Structure ideas and arguments in a sustained, persuasive, and sophisticated way and support them with precise and relevant examples.</p> <p>MOS Certification Standard: PowerPoint ■ Create presentations (manually and using automated tools); Modify Presentation Formats; Inserting and Modifying Visual Elements</p> <p>IC³ Certification Standard: Module 3 Living Online – Using the Internet ■ Be able to use a Web browsing application.</p> <p>All Aspects of the Industry: Management: Proper and effective communication in all formats including listening, electronic communications, writing, and presentations is the cornerstone of business.</p>
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Procedure	TIME	CONTENT	MATERIALS/ EQUIPMENT
<p>Introduction</p> <p>Objectives</p> <p>Key Terms</p>	30 mins	<ul style="list-style-type: none"> Students will research the type of job they want from the Internet and produce a PowerPoint presentation. The theme in this presentation is "my future job". The students will use the Internet to do research on the current job market to assist with their presentation. Students will evaluate various career possibilities using the Internet. Students will establish a plan of action for their career goals. <ul style="list-style-type: none"> Students will identify the education and training that is required and develop a PowerPoint presentation on their career choice. The presentation must contain information on the skills, education, and what they need to do to get that job. Students will be able to create a new presentation using the slide layout feature. Students will be able to change the design template and color schemes. <p>Search engine, Internet, web browser, search, address bar, links, select, cut, copy, paste, edit, delete, insert, save, print.</p>	<p>White board Color markers</p> <p>Internet access Pen/Pencil Notebook paper</p> <p>Internet access PowerPoint application</p>
Presentation	30 mins	<p><i>INSTRUCTOR</i></p> <p>The instructor will demonstrate how to search for a job on the Internet.</p> <p>The instructor will type into web browser, www.yahoo.com, the URL. address on the address bar. Identify the search bar on the Yahoo home page. Type in the career of their choice and then click on search. Example: "LAPD.com"-- the result page will pop up links, click on the appropriate link.</p> <p>The instructor will then advise the students to write the information they obtain into their notebook.</p> <p>The students should include the following information during their search: career interest, education, and salary etc.</p> <p>The instructor will prepare 10 slides with information on how to become a Police officer. After showing the 10 slides the instructor will review the basic concepts regarding PowerPoint, i.e., slide, layout, views (normal, outline, etc.). Instructor will also review the toolbars and icons needed to complete the presentation.</p> <p>Once this is complete, the instructor will modify the PowerPoint presentation to show how editing a PowerPoint presentation is accomplished.</p>	<p>LCD projector</p> <p>Notebook paper</p>
Application/ Activity	45 min	<p><i>STUDENTS</i></p> <p>Instruct students to launch their web browser by clicking into the address bar and type in the Yahoo search engine URL.</p> <p>Upon completion of their search and note taking, the students should start on their PowerPoint presentation.</p>	<p>Student computers and a printer</p> <p>Paper</p>

		<p>Instruct students to start PowerPoint to create a blank presentation, by taking the following steps:</p> <ul style="list-style-type: none">• Using the new slide dialog box, students will select the first highlighted slide.• Students will key in name and title of the career they chose.• Students will create a second slide by clicking the new slide icon.• Students will select Auto layout number 2.• Students will enter a title of the career they chose and then add 3 bulleted lines of text to complement the title.• Students will create a third slide by clicking the new side icon.• Students will select the auto layout side that contains clip art on the right side and bulleted text on the left.• Students will add an appropriate title, insert a clip art image or picture from the Internet, and bulleted text to complement the image.• Students will create a fourth slide by clicking the new slide icon.• Students will use the auto layout slide that contain the title and text and insert their information.• Students will continue to select auto layout slides that contain the title and text and insert their information.• Students will continue to select auto layout slides that contain clip art and insert picture and text.• Students will create a concluding/closing slide of their information.• Students will use the menu bar to add a design template.• The students will save the presentation.• The students will print the presentation as a handout, set of 3 slides per page. This will be done from the file and print.	
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Closing	15 mins	Students should receive their copied slides edited from their group and make necessary adjustments before turning in their assignment to the instructor	
Assessment/ Evaluation		Instructor will assess the presentation based upon a rubric given to students prior to the PowerPoint lesson.	PowerPoint presentation
Homework		Students will share their oral presentation of copied slides from the PowerPoint presentation they created with parents to see if their presentation makes sense to share orally with an audience.	PowerPoint slides



Lesson Rubric – Identify Career Interests

Introductory	Developing	Proficient	Exceptional
Able to turn on computer. Capable of locating PowerPoint and creating a basic presentation. Needs some supervision to use computer and the Internet	Identifies and uses PowerPoint, but needs teacher’s supervision to design and organize presentations. Needs assistance with Presentations Application Design and using the Internet.	Able to use PowerPoint Software Application for professional work proficiently. Able to use the Internet to search for information. Incorporates visual animations, recordings, graphical objects in presentations. Able to reformat graphical pictures, edit, spell-check, and changes format of a document. Able to produce a professional document that meets minimum standards. Works mostly without supervision.	Uses and manipulates PowerPoint Software Program without supervision. Quick and accurate in using the Internet. Able to create and manipulate Presentations Software Program Application with different formats and styles. Able to import outlines to other software applications. Very comfortable using a Presentation Software Program. Able to run several programs simultaneously. Feels confident enough to teach others.

*adequate = satisfies requirements

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

Overall Score: _____

Justification: _____

Student Name and/or ID Number: _____

School: _____ Evaluator: _____

CAREER OPPORTUNITIES INSTRUCTIONS – REPORT FORMAT

The document should be structured as a report including a title showing the career path selected, one paragraph explaining why this field is of interest and chosen, headings for each company researched, and subheadings for each job opening reviewed. Job position information should include:

- Position title
- Position description
- Educational requirements
- Wage, salary and benefit information
- Special certifications or licenses required
- Length/duration of employment, i.e.; temporary or permanent employment
- Full-time or part-time
- City and state where employment position exists
- Company overview

A minimum of three different positions should be itemized.

Allow time for students to print their reports, make corrections and do a final peer proof reading before submitting the assignment to the instructor.

SAMPLE REPORT FORMAT

POSITION TITLE

(One paragraph explaining why this field is of interest and chosen.)

Company Name (include city and state where employment position exists)

Position Description

Educational requirements

Wage, salary and benefit information

Special certifications or licenses

Length/duration of employment (i.e.; temporary or permanent employment. Also indicate if full-time or part-time)

Company Overview

CAREER THINKING WORKSHEET

Write out a list below of work activities you **liked** and **disliked** from your previous job experiences.

Likes: are those activities that you would choose to do more often if given a choice.

Dislikes: are those activities that, while you don't mind doing them, you would prefer not to.

LIKES	DISLIKES
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

SKILLS: Identify and list below at least ten job duties you feel you do well.

(Some examples: Word processing, spreadsheets, filing, sales, leadership, projects)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

COMPANY CULTURE: Identify five things you like about a company environment.

(Some examples: Large company, small business, international, professional, trade industry, formal)

1.
2.
3.
4.
5.

FUTURE PLANS:

In two years I would like my job title on my resume to be:

In four years I would like my job title on my resume to be:

IN FIVE YEARS I WANT TO BE:
