Business &
Computer Science

Brunswick School Department
Computer Applications
Word

Essential Understandings	- Knowledge of important business applications is necessary for future personal and career success. - Knowledge of toolbars and menus is necessary to create a variety of documents.
Essential Questions	- What is the correct format/style to use for business documents (i.e., resumes, letters, tables, and reports)? - Why is a resume and application letter important? - What type of memo is appropriate? - How does one proofread and edit documents?
Essential Knowledge	- Correct format styles are necessary to produce personal business letters, business letters and memos in the business environment. - A resume and application letter is used to introduce yourself and showcase your skills to future employers. - Different styles of memos are used outside and inside the office.
Vocabulary	- Terms: - Letters: personal business, business, block, modified block - Punctuation: open, mixed, proofreader markers - Memos: simplified, standard - Reports: MLA, left bound - Tables: merging, centering, column spacing - Application Letter and Resume
Essential Skills	- Format business documents (i.e., resumes, letters, reports, columns, tables). - Select the appropriate business document to be used in a given situation. - Explain the appropriate use of business documents. - Research career opportunities.

Related Maine Learning Results	Career and Education Development
	B. Learning About and Exploring Education and Career and Life Roles
	    B2.Skills for Individual/Personal Success in the 21st Century
	        Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.
	        a. Literacy skills
	        c. Critical thinking skills
	        d. Information and communication technology (ICT) literacy
	        e. Interpersonal skills
	        f. Other academic skills and knowledge
	    B3.Education and Career Information
	        Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.

Related Maine Learning Results	English Language Arts
	B. Writing
	    B1.Interconnected Elements
	       Students use a writing process to develop an appropriate genre, exhibiting an explicit organizational structure, perspective, and style to communicate with target audiences for specific purposes.
	       a. Create legible final drafts.
	    B5.Practical Application
	       Students write personal communication and pieces related to educational development, career issues, and civic participation.
	       a. Complete college, job licensing, and/or scholarship applications.
	       b. Write to request information.

Sample Lessons And Activities	▪ Create a magazine article with images (i.e., Word Art and graphics). ▪ Design a business card logo.
Sample Classroom Assessment Methods	▪ Quizzes ▪ Tests ▪ Observations ▪ Projects
Sample Resources	▪ Publications: o Century 21 Computer Applications & Keyboarding