Career and Technical Education
Adapted CTE Course Blueprint
of Essential Standards

Business, Finance, and IT Education

6417 Microsoft Word, PowerPoint, and Publisher

Public Schools of North Carolina
State Board of Education • Department of Public Instruction
Academic Services and Instructional Support
Division of Career and Technical Education
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Adapted CTE Course Blueprint of Essential Standards

Essential standards are big, powerful ideas that are necessary and essential for students to know to be successful in a course. Essential standards identify the appropriate verb and cognitive process intended for the student to accomplish. Essential standards provide value throughout a student's career, in other courses, and translate to the next level of education or world of work.

This document lays out the essential standards for a specific course leading to industry certification. The essential standards use Revised Bloom's Taxonomy (RBT) category verbs (remember, understand, apply, analyze, evaluate, create) that reflect the overall intended cognitive outcome of the indicators written by the certifying body. Each essential standard and indicator reflects the intended level of learning through two dimensions; The Knowledge Dimension is represented with letters A-C, and the Cognitive Process Dimension by numbers 1-6.

The Adapted CTE Course Blueprint includes units of instruction, essential standard(s) for each unit, and the specific indicators aligned with industry certification. Also included are the relative weights of the units and essential standards within the course. The industry certification reflected in this document is Microsoft Office Specialist.

This document will help teachers plan for curriculum delivery for the year, prepare daily lesson plans, and construct valid formative, benchmark, and summative assessments. Curriculum for this course is not provided by NCDPI. Industry curriculum providers reviewed and approved for this course collaborated with the North Carolina Department of Public Instruction (NCDPI) to develop a valid and reliable test item bank used to produce a secure postassessment administered by NCDPI. Assessment for this course is written at the level of the ***ESSENTIAL STANDARD*** and assesses the intended outcome of the sum of its indicators. The following industry curriculum providers participated in the development of the secure test item bank. To assure alignment of the postassessment with the credential, the following curriculum providers have been reviewed and determined to provide curriculum to cover the essential standards.

For additional information about this blueprint, contact the Division of Career and Technical Education, North Carolina Department of Public Instruction, 6361 Mail Service Center, Raleigh, North Carolina 27699-6361.

Reference: Anderson, Lorin W. (Ed.), Krathwohl, David R. (Ed.), et al., *A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives,* Addison Wesley Longman, Inc., New York, 2001.

Interpretation of Columns on the NCDPI Adapted CTE Course Blueprint

No.	**1**	**2**	**3**	**4**
Heading	Essential Std #	Unit Titles, Essential Standards, and Indicators	Course Weight	RBT Designation
Column information	Unique course identifier and essential standard number.	Statements of unit titles, essential standards per unit, and specific indicators per essential standard. If applicable, includes % for each indicator.	Shows the relative importance of each unit and essential standard. Course weight is used to help determine the percentage of total class time to be spent on each essential standard.	Classification of outcome behavior in essential standards and indicators in Dimensions according to the Revised Bloom's Taxonomy. **Cognitive Process Dimension:** 1 Remember 2 Understand 3 Apply 4 Analyze 5 Evaluate 6 Create **Knowledge Dimension:** A Factual Knowledge B Conceptual Knowledge C Procedural Knowledge

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.
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.

Adapted CTE Course Blueprint of Essential Standards for 6417 Microsoft Word, PowerPoint, and Publisher

(Recommended hours of instruction: 135-180)

Essential Std #	Units, Essential Standards, and Indicators (The Learner will be able to:)	Course Weight	RBT Designation
1	2	3	4
	Total Course Weight	**100%**	
A	**MICROSOFT WORD**	**50%**	
1.00	**Apply information gathering skills using Microsoft OneNote (SUPPLEMENTAL)**	**Supp.**	**C3**
	1.01 Create, save, and add media elements to a notebook (Course 10353). 1.02 View, print, and share a notebook (Course 10353).		
2.00	**Apply word processing software application skills using Microsoft Word.**	**50%**	**C3**
	2.01 Apply beginning skills by creating, enhancing, printing, and sharing Word documents (Course 10294). 2.02 Apply intermediate skills by customizing, enhancing, reviewing, sharing, protecting, and creating complex Word documents (Course 10391). 2.03 Apply advanced skills by reviewing, finalizing, and creating interactive Word documents (Course 10392).		
B	**MICROSOFT PUBLISHER AND POWERPOINT**	**50%**	
3.00	**Apply desktop publishing application skills using Microsoft Publisher.**	**20%**	**C3**
	3.01 Create a publication (Course 10354). 3.02 Insert and edit pictures in a publication (Course 10354). 3.03 Print and share a publication (Course 10354).		
4.00	**Apply presentation software application skills using Microsoft PowerPoint.**	**30%**	**C3**
	4.01 Create presentations by adding text boxes, tables, inserting/formatting images, finalizing, and delivering a presentation (Course 10295). 4.02 Use intermediate skills to use text boxes, tables, and multimedia while finalizing and presenting material (Course 10295). 4.03 Customize presentations by customizing the user interface, elements, adding information, multimedia elements, and animation enhancements while finalizing a slide show for delivery (Course 10386).		

*Adapted CTE Course Blueprint based on Microsoft IT Academy objectives.

Please visit the Moodle PLC for curriculum resources. Contact **msita@dpi.nc.gov** for Moodle PLC information.