**Career and Technical Education
Adapted CTE Course Blueprint
of Essential Standards**

Business, Finance, and IT Education

BM10 Microsoft Word and PowerPoint

This Adapted CTE Course blueprint is aligned to the Microsoft Official Academic Courseware (MOAC) lessons for Microsoft Word and PowerPoint 2013.

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 post-assessment 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 post-assessment 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
BM10 Microsoft Word and PowerPoint
(Recommended hours of instruction: 135-180)

This blueprint is aligned to the Microsoft Official Academic Courseware (MOAC) lessons for Microsoft Word and PowerPoint 2013.

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%**	
	MICROSOFT WORD	**60%**	
1.00	**Understand word processing software application skills using Microsoft Word.**		**B2**
	1.01 Understanding Word		
	1.02 Basic Editing		
	1.03 Character Formatting		
	1.04 Paragraph Formatting		
	1.05 Managing Text Flow		
	1.06 Creating Tables		
	1.07 Working With Themes, Style Sets, Backgrounds, Quick Parts, And Text Boxes		
	1.08 Using Illustrations And Graphics		
	1.09 Proofing Documents		
	1.10 Formatting A Research Paper		
	1.11 Performing Mail Merges		
	1.12 Maintaining Documents And Macros		
	1.13 Protecting And Sharing Documents		
	1.14 Using Advanced Options		
	MICROSOFT POWERPOINT	**40%**	
2.00	**Understand presentation software application skills using Microsoft PowerPoint.**	**40%**	**B2**
	2.01 PowerPoint Essentials		
	2.02 Presentation Basics		
	2.03 Working With Text		
	2.04 Designing A Presentation		
	2.05 Adding Tables To Slides		
	2.06 Using Charts In A Presentation		
	2.07 Creating SmartArt Graphics		
	2.08 Adding Graphics To A Presentation		
	2.09 Using Animation And Multimedia		
	2.10 Securing And Sharing A Presentation		
	2.11 Delivering A Presentation		
3.00	**Understand desktop publishing application skills using Microsoft Publisher (SUPPLEMENTAL)**	**Supp.**	**B2**
	3.01 Plan, design, create, save and exit various publications.		
	3.02 Create professional-looking publications by modifying the text.		
	3.03 Create professional-looking publications with the use of graphics.		
	3.04 Use design and formatting elements to enhance text.		
	3.05 Create and edit multipage publications.		
4.00	**Understand information gathering skills using Microsoft OneNote (SUPPLEMENTAL)**	**Supp.**	**B2**
	4.01 Create, save, and add media elements to a notebook.		
	4.02 View, print, and share a notebook.		

*Adapted CTE Course Blueprint based on Microsoft Official Academic Courseware (MOAC) 2013 course outlines.

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

BM10 Microsoft Word and PowerPoint Crosswalks

BM10 Microsoft Word 2013 Crosswalk – Microsoft Office Specialist (MOS) Skills for Word 2013: Exam 77-418

MOAC Lesson(s)		Microsoft Certification Exam Objective Domains
1, 2, 3, 5, 7, 10, 11, 12, 13	1	Create and Manage Documents
2, 3, 4, 5, 7, 8, 9	2	Format Text, Paragraphs, and Sections
4, 6	3	Create Tables and Lists
10	4	Apply References
7, 8	5	Insert and Format Objects

BM10 Microsoft PowerPoint 2013 Crosswalk – Microsoft Office Specialist (MOS) Skills for PowerPoint 2013: Exam 77-422

MOAC Lesson(s)		Microsoft Certification Exam Objective Domains
1, 2, 4, 10, 11	1	Create and Manage Presentations
1, 2, 3, 4, 8, 11	2	Insert and Format Shapes and Slides
3, 4, 5, 6, 7, 8, 9	3	Create Slide Content
9	4	Apply Transitions and Animations
1, 2, 3, 8, 10	5	Manage Multiple Presentations