ND BUSINESS EDUCATION FRAMEWORKS
Electronic Presentations*

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
14029	**Electronic Presentations** - A course designed to use software to create and deliver business presentations. Students will enhance their presentation to effectively communicate their message to their audience. Enhancements should include proper format and appropriate use of graphics, animation, and transitions.	9-12	¼ or ½

Topic	Standards
• Purpose of a presentation	• Explain the purposes, functions, and common features of presentation and multimedia software (8.4.4.5)
• Creating the presentation	• Use presentation and multimedia software to design, create, import (e.g., data, graphics, scanned images, sound, video), edit, format, sequence, and produce a variety of presentations (8.4.4.2) • Use CDs, DVDs, videos, and the Internet for knowledge acquisition (4.3.1.5) • Enhance documents through the use of advanced layout, design, and graphics production software and scanning hardware (4.3.1.24) • Create and edit audio and video documents (4.3.1.28) • Create and deliver digital conferencing and presentations (4.3.1.35)
• Integration of multimedia	• Use a digital camera to capture, retrieve, and use images within an application (8.4.4.3)

	• Identify and select various software and hardware appropriate for multimedia tasks (8.4.4.7)
• Ethics of technology use	• Discuss copyright rules and regulations (e.g., images, music, video, software) (8.11.1.3) • Explain plagiarism and its consequences (8.11.1.4) • Demonstrate legal and ethical behaviors when using information technology (8.11.1.5) • Identify privacy issues within an organization (8.11.1.8) • Adhere to and apply organizational policies for privacy and intellectual property (8.11.1.10) • Identify and explain property, privacy, access, and accuracy issues pertaining to information technology (8.11.1.11) • Implement organization policies and procedures for ethics and privacy (8.11.1.14) • Address the ethical issues regarding ownership and use of digitally generated information including plagiarism and copyright issues (4.3.1.25)
• Proofreading	• Proofread documents to ensure correct grammar, spelling, and punctuation (4.1.3.12) • Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous (4.1.3.20)
• Presenting of the presentation	• Use technology to enhance oral presentations (4.1.1.21) • Create and deliver digital conferencing and presentations (4.3.1.35) • Identify principles and techniques of presentation and multimedia design and delivery (8.4.4.6) • Use standard English when speaking on the job, especially avoiding the use of expletives, slang, unfamiliar jargon and technical terms (4.1.1.23) • Interact effectively with people from various cultural, ethnic, and racial backgrounds by using culturally sensitive language (4.1.1.24)

	• Function as a team member to identify and solve several problems inherent in a capstone project (4.1.1.25) • Deliver impromptu and planned speeches with confidence (4.1.1.26) • Demonstrate ability to speak persuasively for a specific cause (4.1.1.27)

*Essential Frameworks Standards listed are designed for a ½ credit class. If the class is offered for an entire credit, please use the Business Education Standards for Electronic Presentations to expand the essential content.