

## **Lesson Plan for Business Information Studies**

Topic: Information Management

Teacher: Karen Swanson, John Stark Regional High School, (kswanson2@attbi.com)

Subject: IT and ME Works

Grade: 9

Time: 2-4 hours

Objectives: Student will be able to create folders  
Student will be able to save files into various folders  
Student will be able to move/copy files into different folders  
Student will be able to recognize file extensions  
Student will be able to rename files  
Student will be able to use find feature to find files using file name or text from within file

Standards:

- Student will continuously acquire skills that contribute to effective learning.
- Student will demonstrate an increasing ability to recognize parts of any system, & understand how the parts interrelate in the operation of that object or system.

Setting: Computer Lab & access to Internet

Materials: Template files  
Assignment Sheet and Grading Rubric Sheet  
Optional: floppy disk for student to save to and bring home

Teacher's Role:

- Teacher will explain the need for organization of paper files and computer files.
- Teacher will explain relationship of folders and subfolders and files within folders. Teacher will explain file names and extensions.
- Teacher will demonstrate creating folders, saving files (showing file extensions), copying & moving files, renaming files, and using search feature.

Student Assignment:

- Student will create folder for him/herself and each family member. Student will create subfolders for him/herself and each family member. Student will complete and save files into their appropriate folders.
- See Assignment Sheet

School to Career Connection:

Bring in professional organizer to speak on different ways to manage & organize files

Employability: Analytical, organizational, computer skills, time management

## FILE MANAGEMENT ASSIGNMENT SHEET

1. Create a folder with your family's *last name*.
2. Create a subfolder with your *first name*.
3. Create subfolders with the *first name* of all other family members.
4. In your *first name* folder, create subfolders for *Medical*, *Educational*, *Social*, *Vehicle*.
5. Create these same subfolders in each family members folder.
6. Find template file #1. What is the extension of this file? \_\_\_\_\_. This extension tells you this file is a \_\_\_\_\_ document.
7. Open template file #1, add your personal information, and save in your *Education* folder as *My Schedule*.
8. Copy a duplicate of template file #1 into each one of your family member's *Educational* folders.
9. Find template file #2. What is the extension of this file? \_\_\_\_\_. This extension tells you this file is a \_\_\_\_\_ document.
10. Open template file #2, add your personal information, and save in your *Social* folder as *My Contacts*.
11. Copy a duplicate of template file #2 into each one of your family member's *Social* folders.
12. Find template file #3. What is the extension of this file? \_\_\_\_\_. This extension tells you this file is a \_\_\_\_\_ document.
13. Open template file #3, add your personal information, and save in your *Vehicle* folder as *My Maintenance Schedule*.
14. Copy a duplicate of template file #3 into each one of your family member's *Vehicle* folders.
15. Find template file #4. What is the extension of this file? \_\_\_\_\_. This extension tells you this file is a \_\_\_\_\_ document.
16. Open template file #4, add your personal information, and save in your *Medical* folder as *My Records*.
17. Copy a duplicate of template file #4 into each one of your family member's *Medical* folders.
18. Draw an organizational chart on the back of this sheet showing the folders and subfolders you created and the files within each folder. Give the file names and extensions.
19. Assess your own work using the attached rubric. Assess partner's work using the other side of the rubric. Staple the rubric on top of this sheet and turn in.

### GRADING

	Possible Points	Your Points
Teacher's Evaluation of your files	50	
Classmates Evaluation of your files	50	
Correct answers on Assignment sheet	6	
Organizational Chart on back of assignment sheet	10	
<b>Total</b>	<b>116</b>	
<b>YOUR GRADE</b>		

**SALLY  
STUDENT  
TEMPLATE**

Credits Required 21  
for Graduation:

<b>Class Name</b>	<b>YEAR/Semester</b>	<b>Block/Period</b>	<b>Credits</b>
IT and ME	1-1	A	0.5
IT and ME Works	1-2	A	0.5

**TOTAL 1**

MY CONTACTS TEMPLATE SAMPLE  
Should be created as database or spreadsheet file

Name	Street Address	City	State	Birthday

## MY VEHICLE SAMPLE TEMPLATE

(should be created as word file)

(students who do not yet have a vehicle can make up information to fill in)

Make:

Model:

Year:

ACTIVITY	DATE PERFORMED	NEEDS TO BE PERFORMED NEXT	NOTES
Oil Change			
Tire pressure Check			
Tire Rotation			
Transmission Fluid Check			
Grease fittings & joints			
Belts			
Brake fluid Check			
Coolant Check			

## MY MEDICAL RECORD SAMPLE TEMPLATE

(should be created as word file)

Immunizations:

Type	Date
MMR	
Tetanus	
Chicken Pox	

Physicals:

Date	Weight	Height	Notes:

## FILE MANAGEMENT RUBRIC:

Name of Student: \_\_\_\_\_

### Evaluation of my work:

1=Poor 5 = Exceptional	
Folder created for student and each family member	1 2 3 4 5
<i>Medical</i> , <i>Educational</i> , <i>Social</i> , <i>Vehicle</i> subfolders created	1 2 3 4 5
Word Template file # 3 and 4 copied to family member's folders	1 2 3 4 5
<i>My Vehicle</i> file created and filed in student's <i>Vehicle</i> folder.	1 2 3 4 5
<i>My Medical</i> file created and filed in student's <i>Medical</i> folder.	1 2 3 4 5
Excel Template file #1 copied to family member's folders	1 2 3 4 5
<i>My Schedule</i> file created and filed in student's <i>Educational</i> folder	1 2 3 4 5
Database Template file #2 copied to family member's folders	1 2 3 4 5
<i>My Friends</i> file created and filed in student's <i>Social</i> folder	1 2 3 4 5
Proofreading of files and file names	1 2 3 4 5

My Evaluation of \_\_\_\_\_'s work:

1=Poor 5 = Exceptional	
Folder created for student and each family member	1 2 3 4 5
<i>Medical</i> , <i>Educational</i> , <i>Social</i> , <i>Vehicle</i> subfolders created	1 2 3 4 5
Word Template file # 3 and 4 copied to family member's folders	1 2 3 4 5
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