GEORGIA MIDDLE SCHOOL
Instructional Resources
CAREER, TECHNICAL, & AGRICULTURAL EDUCATION

BUSINESS & COMPUTER SCIENCE

COURSE: Business & Computer Science

UNIT 5: Desktop Publishing

INTRODUCTION

Annotation:

Students will research a topic. Then they will create a brochure and a flyer using desktop publishing software.

Grade(s):

X	6th
	7th
	8th

Time:

Four 70 minute class periods

Author:

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Additional Author(s):

Christine Daley (Math Education) & Bridget Shields (Special Education)

Students with Disabilities:

For students with disabilities, the instructor should refer to the student's IEP to be sure that the accommodations specified are being provided appropriately. Instructors should also familiarize themselves with the provisions of Behavior Intervention Plans that may be part of a student's IEP. Frequent consultation with a student's special education instructor will be beneficial in providing appropriate differentiation. Many students (both with and without disabilities) who struggle with reading may benefit from the use of text reading software or other technological aids to provide access to printed materials. Many of these are available at little or no cost on the internet.

FOCUS STANDARDS

GPS Focus Standards:

MSBCS-BCSI-11: Students will develop and apply basic desktop publishing skills.

> a) Identify the purpose and type of documents produced utilizing desktop publishing software.
>
> b) Understand when desktop publishing software is an appropriate tool.
>
> c) Demonstrate knowledge of desktop publishing terminology.
>
> d) Complete basic desktop publishing assignments.

GPS Academic Standards:

> **M6D1:** Students will pose questions, collect data, represent and analyze the data, and interpret results.
>
> **M6P1:** Students will solve problems (using appropriate technology).
>
> **M6P2:** Students will reason and evaluate mathematical arguments.
>
> **M6P3:** Students will communicate mathematically.
>
> **M6P4:** Students will make connections among mathematical ideas and to other disciplines.
>
> **M6N1:** Students will understand the meaning of the four arithmetic operations as related to positive rational numbers and will use these concepts to solve problems.

UNDERSTANDING & GOALS

Enduring Understandings:

- Students will understand how to create a desktop publishing publication.
- Students will understand how to determine the best cell phone service provider for themselves.
- Students will understand how to effectively communicate with others.

Essential Questions:

- Do you know which cell phone service provider is the best for you and your family?
- What are some of the documents that can be created using desktop publishing software?

Knowledge from this Unit:

- Desktop Publishing software can be used to create flyers, brochures, menus, envelopes, letterheads, banners, business cards, labels, signs, etc.
- Define Desktop Publishing Vocabulary (See List)

Skills from this Unit:

- Students will create a brochure that describes the 3 different kinds of cell phone service providers available in their area.
    - Examples: Verizon Wireless, AT&T, Sprint, T-Mobile, Alltel Wireless, & U.S. Cellular
    - Must list costs per plan for Single Line Plans and Family Plans
    - Must calculate the cost/minute for each plan. Example: $39.99 for 450 minutes = $??/Minute
- Students will create a flyer that details the cell phone service provider and plan that they are going to choose.

✔ ASSESSMENTS

Assessment Method Type:

	Pre-test
	Objective assessment - multiple-choice, true- false, etc.
	__ Quizzes/Tests
	__ Unit test
	Group project
X	Individual project
X	Self-assessment - May include practice quizzes, games, simulations, checklists, etc.
	X_ Self-check rubrics
	__ Self-check during writing/planning process
	__ Journal reflections on concepts, personal experiences and impact on one's life
	__ Reflect on evaluations of work from teachers, business partners, and competition judges
	__ Academic prompts
	__ Practice quizzes/tests
	Subjective assessment/Informal observations
	__ Essay tests
	__ Observe students working with partners
	__ Observe students role playing
	Peer-assessment
	__ Peer editing and commentary of products/projects/presentations using rubrics
	__ Peer editing and/or critiquing
X	Dialogue and Discussion
	__ Student/teacher conferences
	__ Partner and small group discussions
	X_ Whole group discussions
	__ Interaction with/feedback from community members/speakers and business partners
X	Constructed Responses
	__ Chart good reading/writing/listening/speaking habits
	X_ Application of skills to real-life situations/scenarios
	Post-test

Assessment(s) Title:

- Student Checklist for Brochure
- Student Checklist for Flyer
- Rubric for Brochure
- Rubric for Flyer

Assessment(s) Description/Directions:

- Students will use the Student Checklist for Brochure to complete the Cell Phone Service Provider Brochure.
- Students will use the Student Checklist for Flyer to complete the Cell Phone Service Provider Flyer.
- Teacher will use the two Rubrics to grade these two assignments.

Attachments for Assessment(s):

- BCS_6-5_Desktop Publishing_Student Checklist for Brochure.doc
- BCS_6-5_Desktop Publishing_Student Checklist for Flyer.doc
- BCS_6-5_Desktop Publishing_Rubric for Brochure.doc
- BCS_6-5_Desktop Publishing_Rubric for Flyer.doc

LESSON PLANS

Lesson Plan(s): Sequence of Instruction

1. **Identify the Standards. Standards should be posted in the classroom for each lesson.**

   MSBCS-BCSI-11: Students will develop and apply basic desktop publishing skills.

   a) Identify the purpose and type of documents produced utilizing desktop publishing software.

   b) Understand when desktop publishing software is an appropriate tool.

   c) Demonstrate knowledge of desktop publishing terminology.

   d) Complete basic desktop publishing assignments.

2. **Review Essential Questions.**

   - Do you know which cell phone service provider is the best?
   - What are some of the documents that can be created using desktop publishing software?

3. **Identify and review the unit vocabulary.**

- See file: BCS_6-5_Desktop Publishing_Key Vocabulary Terms

- See file: BCS_6-5_Desktop Publishing_Word or Publisher

4. **Assessment Activity.**

- See files: BCS_6-5_Desktop Publishing_Making a Brochure

  & BCS_6-5_Desktop Publishing_Making a Flyer

Day 1:

- Go over Microsoft Publisher and Key Vocabulary Terms.

- Discuss the difference between Microsoft Word and Microsoft Publisher

Day 2:

- Discuss the projects and give out supporting materials for both projects.

- Students should research the topic today.

Day 3:

- Students should work on the brochure today.

Day 4:

- Students should complete the brochure and turn it in.

- Students should complete the flyer and turn it in.

Attachments for Learning Experiences:

1. BCS_6-5_Desktop Publishing_Key Vocabulary Terms

2. BCS_6-5_Desktop Publishing_Word or Publisher

3. BCS_6-5_Desktop Publishing_Making a Brochure

4. BCS_6-5_Desktop Publishing_My Rate Plan

5. BCS_6-5_Desktop Publishing_Cell Phone Providers Features & Services

6. BCS_6-5_Desktop Publishing_Student Checklist for Brochure

7. BCS_6-5_Desktop Publishing_Rubric for Brochure

8. BCS_6-5_Desktop Publishing_Making a Flyer

9. BCS_6-5_Desktop Publishing_Student Checklist for Flyer

10. BCS_6-5_Desktop Publishing_Rubric for Flyer

11. BCS_6-5_Cell Phone Rate Plans Math Connections Worksheet

Notes & Reflections:

Before students start the projects for this unit, it would be helpful if you as a teacher would model how to use the basic features of your Desktop Publishing software. I use Microsoft Publisher so I would model how to use a template to create a publication and how to make a publication from scratch. This would be an easy way to go over all of the

Key Vocabulary Terms for this Unit and would provide the students an opportunity to see how the program is used. This will definitely be necessary in a beginner's class.

It will also be helpful if you go over the difference between Word and Publisher. Use the information sheet: Desktop Publishing_Word or Publisher to show students when it would be appropriate to use each program.

UNIT RESOURCES

Web Resources:

> **http://www.myrateplan.com**

Materials & Equipment:

Computers with access to the internet and a desktop publishing software such as Microsoft Office Publisher 2007.

What 21st Century Technology was used in this unit:

☐	Slide Show Software	☐	Graphing Software	☐	Audio File(s)
☐	Interactive Whiteboard	X	Calculator	X	Graphic Organizer
☐	Student Response System	X	Desktop Publishing	☐	Image File(s)
☐	Web Design Software	☐	Blog	☐	Video
☐	Animation Software	☐	Wiki	☐	Electronic Game or Puzzle Maker
☐	Email	X	Website		