

BERTHA-HEWITT HIGH SCHOOL
Semester Curriculum Map –2014-2015
Mike Bauck -- Instructor

Academic Standard Area: **Vocational/Technology** *Course Title/Strand:* **Desktop Publishing** *Grade Level:* **10-12**

Course Length: 18 weeks 90 hours 1 Credit

Program Code: 140710

Course Code 25

Textbook & Copyright date: Microsoft Publisher 2013 © 2013

WEEK #	TIMELINE	CONTENT/UNIT/SUB-STRAND	PROCESS/ACTIVITY/STANDARD	GOALS/BENCHMARK	ASSESSMENT	RESOURCES
1-2	10 days	Creating and Editing a Publication	Create an Advertising flyer with tear-offs. Create additional flyers	<ul style="list-style-type: none"> ● Define desktop publishing ● Start Publisher ● Use a wizard ● Identify elements of the Publisher window ● Use the zoom buttons to edit ● Save a publication ● Move and resize objects ● Save a publication with the same file name ● Print a publication ● Quit Publisher ● Open a publication ● Modify a publication ● Add attention getters ● Use Microsoft Publisher Help 	Written Test Computer Test Daily Work	Computer, office book, projector Data Files
3-4	10 days	Designing a Newsletter	Create a newsletter. Students will plan, design, write, determine layout, cut, paste, also they will be printing, collating, and distributing	<ul style="list-style-type: none"> ● Describe the advantages of using a newsletter medium ● Identify the steps in the design process ● Create a newsletter using Publisher's Newsletter Wizard ● Edit a newsletter template ● Change pages using the Page Navigation control ● Insert and delete pages in a publication ● Edit a masthead ● Import text files ● Edit personal information components ● Edit a design set ● Create columns in a text frame ● Edit an attention getter ● Edit graphics ● Add a pull quote ● Edit sidebars ● Add page numbers to the background 	Written Test Computer Test Daily Work	Computer, office book, projector Data Files

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				<ul style="list-style-type: none"> ● Identify foreground and background elements ● Print a two-sided publication 		
5-6	10 days	Prepare a tri-fold brochure for outside printing	Create a high-quality brochure with lots of color and graphics for advertising purposes	<ul style="list-style-type: none"> ● Understand the advantages of the brochure medium ● Use the Brochure Wizard ● Describe the use of photographs versus images ● Insert a photograph from a file ● Create a logo from scratch using custom shapes ● Create a composite object in the scratch area ● Insert a symbol ● Group and ungroup objects ● Rotate objects and create mirror copies ● Edit a sign-up form ● Create a calendar using the Design Gallery ● Position objects using the Size and Position command ● Reposition objects to prevent overlapping ● Edit a calendar ● Preview a brochure before printing ● Choose appropriate printing services, paper, and color libraries ● Prepare a publication for outside printing ● Use the Pack and Go Wizard ● Thread multiple sessions of Publisher ● Create a postcard ● Copy objects across publications 	Written Test Computer Test Daily Work	Computer, office book, projector Data
7-8	10 days	Personalizing and customizing a publication with information sets	Create a business card, letterhead, Coupon, and mailing labels using mail merge.	<ul style="list-style-type: none"> ● Start Publisher with a blank publication ● Edit publication margins ● Use layout and ruler guides effectively ● Define personal information sets and components ● Edit a personal information set ● Understand letterhead production techniques ● Create a letterhead using background effects ● Explain the difference among tints, shades, patterns, and gradients ● Insert personal information components ● Insert and edit a logo ● Explain character spacing techniques ● Format text using the Measurements toolbar ● Describe the various graphic formatting options ● Understand and apply styles to a publication 	Written Test Computer Test Daily Work	Computer, office book, projector Data

WEEK #	TIMELINE	CONTENT/UNIT/SUB-STRAND	PROCESS/ACTIVITY/STANDARD	GOALS/BENCHMARK	ASSESSMENT	RESOURCES
				<ul style="list-style-type: none"> ● Create a business card ● Create a coupon ● Create an envelope ● Explain the merge process ● Create an address list ● Create a label ● Understand the use of field codes ● Merge an address list with a main document 		
9-10	10 days	Creating Business Forms and Tables	Create Fax Covers, Work Schedules, Invoices, Web order Forms	<ul style="list-style-type: none"> ● List common business forms ● Create an invoice template ● Compare the Select All command to the Pointer Tool ● Move objects incrementally with the Nudge command ● Format drop caps ● Identify tools on the ruler ● Set a tab stop ● Define the difference between tab and indent ● Insert the system date ● Create and format tables ● Navigate through table cells to enter data ● Merge cells and insert a cell diagonal ● Use the Fill command ● Insert columns and rows in a table ● Attach a publication to an e-mail message ● Understand electronic forms ● Insert a Web masthead ● Insert a hot spot ● Insert Web form controls ● Align objects 	Written Test Computer Test Daily Work	Computer, office book, projector Data
11	5 days	Linking an Excel Spreadsheet to a Publisher Publication	Students learn that OLE allows you to bring together data and information that has been created in different applications.	<ul style="list-style-type: none"> ● Link a worksheet ● Edit a linked worksheet ● Embed a worksheet ● Edit an embedded worksheet ● Integrate Word, Excel and Publisher 	Written Test Computer Test Daily Work	Computer, office book, projector Data
12	5 days	Desktop Publishing	Design and Create a graduation announcement	Use all of previously learned skills to create the project	Finished Product	Computer Microsoft Publisher
13	5 days	Desktop Publishing	Design and Create a Business Card	Use all of previously learned skills to create the project	Finished Product	Business Card Checklist (attachment A). Collection of business cards from family, friends, local businesses.

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						Business card design books and portfolios (optional). Access to Internet Resources (optional). Page Layout Software with Business Card Templates or Software specifically designed for business cards (see online resources below). Scanner, clip art books, graphics software (optional). Perforated business card stock, card stock, or plain paper (plus scissors or paper cutter if using non-perforated stock). Laser or inkjet printer able to handle chosen paper stock.
15	4-5 days	Desktop Publishing	Design and Create a Candy Bar wrapper	Use all of previously learned skills to create the project	Finished Product	Microsoft Publisher

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