

Red Bank Regional High School Curriculum Map

| P. 1 Course Title: | Presentation and Publication Software (Publisher) | Red Bank Regional High School Curriculum Map | | | Grade Level (s) 10—12 | Approximate |
|---|--|---|--|---|--|---|
| Topics (Unit Title or Organizing Idea) | Concepts (Understandings) | Skills (What students need to be able to do) | Standard / Progress Indicator | Activities | Major Assessments (Tests, projects, performances, etc.) | Time Frame (Number of Weeks) |
| Project 1—Creating and Editing a Publication | Define desktop publishing. Define and show uses of wizards for publications. Open a file, use the wizard to create a publication, save and print a flyer. | Identify toolbars, edit text, use bullets, tear-off, group objects, move and re-size graphics, edit a graphic, use attention getters, delete objects, use Office Assistant. | 1.1, 1.5, 1.7, 2.1, 2.2, 2.3, 2.7, 2.8, 2.9, 3.1, 3.3, 3.8, 3.10, 3.13, 3.14, 3.15, 4.1, 4.2, 4.90, 4.10 | Performance: Flyer—Need Something Typed; Apply Your Knowledge; Lab 1: Business Hours Sign; Lab 2: Food Drive Flyer | Objective quiz Performance: Cases and Places, # 1, 2, 3 or 4. Extra Credit: # 7 | 2 weeks |
| Project 2—Designing a Newsletter | Purpose and definition of a newsletters as multi-page, double-sided publications with features of columns, mastheads, sidebars, graphics. Create individual newsletter. | Create a newsletter using a template, paginate, edit a masthead, import files, edit personal information components, create columns with text files, import and edit clip art, use pull quotes, sidebars, arrows and word art. Create a masthead from scratch. Check a publication for errors; print a two-sided publication. | 1.1, 1.5, 1.7, 2.1, 2.2, 2.3, 2.7, 2.8, 2.9, 3.1, 3.3, 3.8, 3.10, 3.13, 3.14, 3.15, 4.1, 4.2, 4.90, 4.10 | Performance: Newsletter—The Pantry Shelf; Apply Your Knowledge; Lab 1: Wright Masthead; Lab 2: Kids Newsletter; Extra Credit: Lab 3 | Object quiz Performance: Cases and Places # 2. Individual designed newsletter. | 2 weeks |
| Project 3—Preparing a Tri-Fold Brochure for Outside Printing | Purpose and definition of a brochure as a marketing publication; difference from newsletters and other printed media. Discuss contents of brochures and advantages and benefits. Discuss commercial printing and pack and go wizard. Identify the steps in design process. Create individual brochure. | Create a brochure using a template; edit text, use photographs and clip art from a file, create a logo using symbols and shapes in the workspace. Edit font colors, sign-up form, calendar and objects. Add page numbers to the background, identify foreground and background elements. Use pack and go wizard to prepare for commercial printing. | 1.1, 1.5, 1.7, 2.1, 2.2, 2.3, 2.7, 2.8, 2.9, 3.1, 3.3, 3.8, 3.10, 3.13, 3.14, 3.15, 4.1, 4.2, 4.90, 4.10 | Performance: Brochure—Ski Trip Brochure; Apply Your Knowledge; Lab 1: Goal Brochure; Lab 2: CD Liner. | Objective quiz Performance: Cases and Places # 2 and 4. Individual designed brochure. | 2 weeks |
| Project 4—Personalizing and Customizing a Publication with Information Sets | Principles of personalizing and customizing business forms. Use of information sets and logo. Advantages to business and personal use as a tool used in identification. | Create a letterhead from a blank page, use layout and ruler guides effectively, insert personal information components, insert and edit a logo. Understand letterhead production techniques, explain character spacing techniques. Create a business card and label using the principles used in creating a letterhead. | 1.1, 1.5, 1.7, 2.1, 2.2, 2.3, 2.7, 2.8, 2.9, 3.1, 3.3, 3.8, 3.10, 3.13, 3.14, 3.15, 4.1, 4.2, 4.5, 4.6, 4.90, 4.10 | Performance: Letterhead, business card and envelope—CopyCat. Lab 1: Grandma Stationery | Performance: Cases and Places # 1 and 4 (prsonal stationery and business card. | 2 weeks |
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