

East Penn School District
Secondary Curriculum

A Planned Course Statement
for
Desktop Publishing

Course # 628 Grade(s) 9-12

Department: Computer and Business Applications

Length of Period (mins.) 41 Total Clock Hours: _____

Periods per Cycle: 6 Length of Course (yrs.) .5

Type of Offering: _____ required elective

Credit: .5

Adopted: 6/8/09

Developed by:

June Urbassik

Description of Course

Course Title: Desktop Publishing

Description: This course will provide students with the knowledge required to create publications using Microsoft Word and Publisher, along with Adobe Photoshop and Illustrator. Students will learn how to create effective and interesting documents and publications using industry standard software.

Goals:

- Demonstrate your understanding of fundamental desktop publishing principles.
- Become a skilled and creative user of desktop publishing technology such as Microsoft Word, Microsoft Publisher, Adobe Photoshop, and Adobe Illustrator.
- Create unique and engaging desktop publishing documents

Requirements: None

Text: Niemeyer, Kevin, Introduction to Desktop Publishing With Digital Graphics. Glencoe/McGraw-Hill, 2008.

Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

Unit	Num	Objective	Level	Content	Evaluation	Standard
I. Design with Microsoft Word	1	Students will: <ul style="list-style-type: none"> ◆ Identify elements of desktop publishing ◆ Apply design process skills 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	2	Students will: <ul style="list-style-type: none"> ◆ Identify Word’s toolbars ◆ Identify Word’s menu bar ◆ Find the scroll bars and ruler 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	3	Students will: <ul style="list-style-type: none"> ◆ Format fonts ◆ Change font size 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	4	Students will apply formatting attributes	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	5	Students will learn how to use font families	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	6	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Cut and paste ◆ Align text ◆ Insert a drop cap ◆ Add a page border ◆ Check spelling 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	7	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Find and replace text ◆ Insert a text box ◆ Add a fill color ◆ Insert a graphic ◆ Move and resize an object 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	8	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Change page orientation ◆ Format a page border ◆ Insert a watermark ◆ Add WordArt ◆ Apply kerning 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	9	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Adjust leading ◆ Add a bulleted list ◆ Kern text ◆ Insert page numbers 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	10	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create a numbered list ◆ Insert symbols 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	11	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create a table ◆ Sort data ◆ Add footnotes ◆ Resize columns ◆ Format a table ◆ Center vertically 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	12	<p>Students will use a template to create a resume</p>	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	13	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Determine message, audience, and content ◆ Design flyer layout 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	14	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Identify vector and raster graphics ◆ Compare vector and raster graphics 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	15	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Display the Drawing toolbar ◆ Identify drawing tools 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	16	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Draw circles ◆ Apply color fill options ◆ Draw and format lines 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	17	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Apply different font styles ◆ Add a page border ◆ Edit and resize clip art ◆ Group drawing elements ◆ Wrap text ◆ Add a header 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	18	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create shapes ◆ Group drawing objects ◆ Resize clip art ◆ Duplicate clip art 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	19	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Format WordArt ◆ Combine text and graphics ◆ Add callouts ◆ Add a background color 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	20	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Lay out a quad-fold document ◆ Use the zoom tool ◆ Rotate images ◆ Print four pages on a sheet 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	21	Students will: <ul style="list-style-type: none"> ◆ Create a masthead ◆ Format columns ◆ Create styles 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	22	Students will: <ul style="list-style-type: none"> ◆ Crop and resize a photograph ◆ Add a caption 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	23	Students will: <ul style="list-style-type: none"> ◆ Add tabs with leaders ◆ Format columns ◆ Apply Format Painter 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	24	Students will: <ul style="list-style-type: none"> ◆ Design a front panel ◆ Add a texture background 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
II. Design with Microsoft Publisher	25	Students will: <ul style="list-style-type: none"> ◆ Define layout software ◆ Compare layout and word processing software 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	26	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Identify Publisher’s interface and features ◆ Compare Word’s and Publisher’s interface 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	27	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Use templates and wizards ◆ Rotate a shape ◆ Add clip art/pictures ◆ Add/change color 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	28	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Modify a template ◆ Apply layout guides ◆ Change brightness and contrast ◆ Add a background image 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	29	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Insert and format WordArt ◆ Create and format a bulleted list ◆ Flip an image ◆ Insert a Design Gallery object ◆ Create tear-offs 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	30	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create a custom-size document ◆ Crop an image ◆ Create a coupon ◆ Insert and resize dingbats 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	31	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Lay out a two-page brochure ◆ Apply ruler guides ◆ Link text boxes ◆ Add pull-quotes 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	32	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Lay out Web pages ◆ Create a master page ◆ Publish a file as a Web page 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	33	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Insert hyperlinks ◆ Publish a file as a Web page 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	34	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Apply layout guides ◆ Lay out text and graphics ◆ Create a master page 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	35	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Apply styles to text ◆ Create and apply a second master page 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	36	Students will: <ul style="list-style-type: none"> ◆ Identify the steps of the design process ◆ Apply the design process ◆ Determine client needs in relation to design 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	37	Students will identify PARC design principles	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	38	Students will: <ul style="list-style-type: none"> ◆ Create repetition ◆ Adjust white space 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	39	Students will: <ul style="list-style-type: none"> ◆ Add a contrasting color ◆ Insert an Attention Getter 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	40	Students will: <ul style="list-style-type: none"> ◆ Apply the Golden Ratio ◆ Group related content 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	41	Students will: <ul style="list-style-type: none"> ◆ Apply PARC to a list ◆ Create new styles ◆ Apply style sheets 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	42	Students will: <ul style="list-style-type: none"> ◆ Import a style sheet ◆ Apply CMYK custom colors ◆ Align objects 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	43	Students will: <ul style="list-style-type: none"> ◆ Link text boxes ◆ Re-align orphan text 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	44	Students will: <ul style="list-style-type: none"> ◆ Resize a Web page ◆ Resize a Design Gallery object 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	45	Students will: <ul style="list-style-type: none"> ◆ Lay out a booklet ◆ Position and resize graphics ◆ Apply style sheets ◆ Link text boxes 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	46	Students will: Insert a calendar template	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
III. Design with Adobe Photoshop	47	Students will: <ul style="list-style-type: none"> ◆ Identify raster images ◆ Determine resolution ◆ Identify raster image file formats 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	48	Students will: <ul style="list-style-type: none"> ◆ Identify parts of the Photoshop interface ◆ Identify toolbox tools 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	49	Students will: <ul style="list-style-type: none"> ◆ Apply the zoom ◆ Select with the Polygonal Lasso ◆ Copy and move an object ◆ Select with the Magic Wand ◆ Flip and object ◆ Select with Marquee tools ◆ Scale an object 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	50	Students will: <ul style="list-style-type: none"> ◆ Select with the Magnetic Lasso ◆ Separate background images ◆ Resize and rotate objects ◆ Crop an image 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	51	Students will: <ul style="list-style-type: none"> ◆ Use the Navigator palette ◆ Add to selection ◆ Subtract from selection ◆ Add a layer 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	52	Students will: <ul style="list-style-type: none"> ◆ Change color ◆ Create new layers ◆ Reorder layers ◆ Add a new background ◆ Adjust contrast ◆ Insert a new image ◆ Erase parts of an image 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	53	Students will: <ul style="list-style-type: none"> ◆ Resize a document ◆ Add a layer mask ◆ Set an RGB color ◆ Add text ◆ Align objects 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	54	Students will: <ul style="list-style-type: none"> ◆ Straighten a photo ◆ Remove red eye ◆ Apply the Clone Stamp ◆ Adjust color levels 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	55	Students will: <ul style="list-style-type: none"> ◆ Add a layer for a selection ◆ Add a shadow ◆ Apply a filter ◆ Flatten an image ◆ Create a vignette effect 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	56	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Change the workspace color ◆ Apply filters ◆ Apply the Magic Eraser ◆ Add a gradient fill 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	57	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Take a digital photograph ◆ Upload a photo from a camera ◆ Remove a background ◆ Insert a picture into an image ◆ Apply blending modes 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	58	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Group layers ◆ Add magazine cover objects ◆ Add text 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	59	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Find resources for photographs ◆ Determine legal use of a photograph 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	60	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Evaluate resolution needs ◆ Identify printer resolutions 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	61	Students will: <ul style="list-style-type: none"> ◆ Insert a custom shape ◆ Add filters ◆ Apply a type mask ◆ Add styles ◆ Save in a new format 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	62	Students will: <ul style="list-style-type: none"> ◆ Insert a Photoshop file ◆ Lay out a postcard ◆ Print multiple copies on a sheet 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	63	Students will: <ul style="list-style-type: none"> ◆ Saturate colors ◆ Add layer masks ◆ Apply gradients ◆ Add a layer style 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	64	Students will: <ul style="list-style-type: none"> ◆ Set print specifications ◆ Assemble printed pages 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	65	Students will: <ul style="list-style-type: none"> ◆ Blend layers ◆ Apply the Clone tool ◆ Apply the Smudge tool 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	66	Students will apply PARC principles	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	67	Students will: <ul style="list-style-type: none"> ◆ Lay out text elements ◆ Design the first page ◆ Design the final page 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	68	Students will: <ul style="list-style-type: none"> ◆ Create a texture ◆ Add page numbers ◆ Insert a textured background 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
IV. Design with Adobe Illustrator	69	Students will: <ul style="list-style-type: none"> ◆ Identify vector graphic software ◆ Compare vector graphic file formats 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	70	Students will: <ul style="list-style-type: none"> ◆ Identify Illustrator's interface ◆ Identify toolbox drawing tools ◆ Identify Illustrator palettes 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	71	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create geometric shapes ◆ Apply the Selection tool ◆ Add fill color ◆ Drag objects ◆ Apply the Direct Selection tool 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	72	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Display grids and guides ◆ Apply the Zoom tool ◆ Align objects ◆ Format a line ◆ Add text ◆ Rotate an object 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	73	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Duplicate an image ◆ Work with the Color palette ◆ Work with the Swatches palette 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	74	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Work with the Gradient palette ◆ Create colors with the Color Picker 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	75	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Use the Transparency palette ◆ Compare opacity levels 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	76	Students will apply blending options	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	77	Students will: <ul style="list-style-type: none"> ◆ Distort an image ◆ Add a drop shadow ◆ Warp text 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	78	Students will: <ul style="list-style-type: none"> ◆ Add shape to area ◆ Apply text outlines 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	79	Students will: <ul style="list-style-type: none"> ◆ Create a text path ◆ Add a gradient ◆ Apply Envelope distort 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	80	Students will: <ul style="list-style-type: none"> ◆ Compare desktop publishing applications and tools ◆ Evaluate client needs ◆ Compare file formats 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	81	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Identify palettes used to create complex shapes ◆ Apply the Layers palette 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	82	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Apply Pathfinder palette tools ◆ Create custom colors ◆ Work with the Layers palette ◆ Draw with the Pen tool 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	83	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Apply the Pathfinder palette ◆ Add Word clip art ◆ Apply text outlines ◆ Apply Expand Appearance ◆ Customize print output 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	84	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Lay out a tent card ◆ Insert an Illustrator file ◆ Format text boxes ◆ Apply a master page ◆ Add border art ◆ Create a custom color 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	85	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Copy and paste clip art ◆ Apply Live Trace 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	86	Students will: <ul style="list-style-type: none"> ◆ Apply text outlines ◆ Apply Pathfinder Divide ◆ Apply three-dimensional (3D) effects 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	87	Students will: <ul style="list-style-type: none"> ◆ Set poster layout ◆ Apply gradient transparency ◆ Set print specifications 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	88	Students will apply 3D effects	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	89	Students will create a logo	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	90	Students will: <ul style="list-style-type: none"> ◆ Add clip art to logo ◆ Add symbols 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	91	Students will: <ul style="list-style-type: none"> ◆ Create a map ◆ Affix a map 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
V. Design as a Team	92	Students will: <ul style="list-style-type: none"> ◆ Work as part of a team ◆ Resolve conflicts 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	93	Students will: <ul style="list-style-type: none"> ◆ Identify software for teamwork ◆ Compare software features 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	94	Students will: <ul style="list-style-type: none"> ◆ Create a flowchart ◆ Add connectors 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	95	Students will modify a calendar template	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	96	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create a spreadsheet ◆ Apply the Sum function ◆ Enter formulas ◆ Copy formulas 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	97	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Brainstorm ideas ◆ Create design 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	98	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Layout a business card ◆ Insert a logo 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	99	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Layout a letterhead ◆ Insert a logo 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	100	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Lay out a business envelope ◆ Add a return address 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	101	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Import a data source file ◆ Merge the data and envelopes 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	102	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Recognize consistent design elements ◆ Evaluate effective use of color 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	103	<p>Students will maintain consistency between documents</p>	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	104	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Transfer style sheets in Microsoft Word ◆ Transfer style sheets in Microsoft Publisher ◆ Transfer style sheets in Adobe Illustrator 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	105	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Design the front panel of a brochure ◆ Create the address panel ◆ Add styles to the back panel 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

	106	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Add text and graphics ◆ Apply a style sheet 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	107	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Lay out a booklet ◆ Apply a master page ◆ Create a cover image ◆ Add a table of contents ◆ Import style sheets ◆ Cite sources 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	108	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Create an image in Photoshop ◆ Format a Web page in Publisher ◆ Add pages to a publication 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d
	109	<p>Students will:</p> <ul style="list-style-type: none"> ◆ Ignore the master page ◆ Create hyperlinks 	L	<ul style="list-style-type: none"> • Teacher explanation • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software • Student use of computer • Textbook activities • Handouts 	<ul style="list-style-type: none"> • Teacher observation • Grading of completed activities • Written quizzes/tests 	1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 4b, 5b, 6a, 6b, 6d

National Educational Technology Standards and Performance Indicators for Students

The Nets are divided into the six broad categories that are listed below.

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem-Solving, and Decision-Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.
- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.