

**Guthrie High School
Business Department**

COMPUTER APPLICATIONS IV - MULTIMEDIA Course Number: 2557

(One semester)

Grade Level: 10, 11, 12

Course Description: This class provides students the opportunity to create and present multimedia projects, digital storytelling projects, and desktop publishing units. Students will utilize various computer programs and utilities to produce projects.

Week	Content – PASS Standard(s) Instructional Technology Advanced Level prior to completion of Grade 12	PASS Skill(s)	Project Objectives	Assessments	Resources & Inventions
Week 1	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts.</p> <p>Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> • Start and customize PowerPoint • Describe the PowerPoint window • Select a design template • Create a title slide and text slides with single- and multi-level bulleted lists • Change the font size and font style • Save a presentation • End a slide show with a black slide • View a presentation in slide show view • Quit PowerPoint and then open a presentation • Display and print a presentation in black and white 		<p><i>Shelly Cashman Vermaat Office 2003 Introductory Concepts and Techniques Course 1</i></p> <p>Project 1 Using a Design Template and Text Slide Layout to Create a Presentation</p>

<p>Week 2</p>	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts.</p> <p>Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications too</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> • Start and customize a new slide show from an outline • Add a slide and create a closing slide on the Outline tab • Create text slides with multi-level bulleted lists on the outline tab • Save and review a presentation • Insert and move clip art and change its size • Add a header and footer to outline pages • Animate clip art • Add an animation scheme and run an animated slide show • Print a presentation outline 	<p><i>Shelly Cashman Vermaat Office 2003 Introductory Concepts and Techniques Course 1</i></p> <p>Project 2 Using the Outline Tab and Clip Art to Create a Slide Show</p>
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<p>Week 3, 6 Weeks</p>	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts.</p> <p>Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications too</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> • Demonstrate knowledge of multimedia software and components • Demonstrate effective oral communication skills • Apply technical skills to create a multimedia presentation which enhances the oral presentation 		<p>Presentation Management Project Assess use of current technologies and software to prepare and deliver an effective multimedia presentation.</p>
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<p>Week 10</p>	<ul style="list-style-type: none"> ● Standard 1: The student will demonstrate knowledge of basic operations and concepts. ● Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use. ● Standard 3: The student will demonstrate knowledge of technology productivity tool. ● Standard 4: The student will demonstrate knowledge of technology communications too ● Standard 5: The student will demonstrate knowledge of technology research tools. ● Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools. 	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6. 2, 6. 3</p>	<ul style="list-style-type: none"> ● Start and quit Publisher ● Describe the Publisher window ● Edit text and graphics ● Use the Best Fit feature to adjust font size ● Edit a synchronized object ● Replace a picture ● Resize and delete objects ● Correct spelling errors ● Save and print a publication ● Open a publication ● Convert to a Web publication and publish ● Use the Publisher Help system to answer questions 		<p>Shelly Cashman Starks Publisher 2003 Complete Concepts and Techniques Project 1 – Creating and Editing a Publication</p>
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<p>Week 11</p>	<ul style="list-style-type: none"> ● Standard 1: The student will demonstrate knowledge of basic operations and concepts. ● Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use. ● Standard 3: The student will demonstrate knowledge of technology productivity tool. ● Standard 4: The student will demonstrate knowledge of technology communications too ● Standard 5: The student will demonstrate knowledge of technology research tools. ● Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools. 	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> ● Describe the advantages of using a newsletter medium and identify the steps in its design process ● Edit a newsletter template ● Insert, delete, and navigate pages in a newsletter ● Edit a masthead ● Import text files and graphics ● Edit personal information components, design sets, attention getters, styles, and sidebars ● Insert a WordArt object and pull quote ● Add page numbers to the master page ● Identify foreground and background elements ● Check a newsletter for spelling and design errors ● Print a two-sided page 		<p>Shelly Cashman Starks Publisher 2003 Complete Concepts and Techniques Project 2 – Designing a Newsletter</p>
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<p>Week 12, 2 weeks</p>	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts.</p> <p>Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications too</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> ● Discuss advantages of the brochure medium ● Use the Brochure Options task pane ● Create a custom color scheme ● Edit placeholder text and personal information components ● Format fonts and paragraphs ● Describe the use of photographs versus images ● Insert a photograph from a file ● Create a logo from scratch using AutoShapes ● Create a composite object in the scratch area ● Group and ungroup objects ● Choose appropriate printing services, paper, and color libraries 	<p>Shelly Cashman Starks Publisher 2003 Complete Concepts and Techniques Project 3 - Publishing a Tri-Fold Brochure</p>
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<p>Week 14, 2 weeks</p>	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts.</p> <p>Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications too</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> ● Start Publisher with a blank publication ● Edit layout and ruler guides ● Create a personal information set ● Use letterhead production techniques to create a letterhead ● Format an object with a gradient fill, differentiating among tints, shades, patterns, and textures ● Crop a photograph ● Use the Measurement toolbar to position objects ● Explain character spacing techniques ● Format using the Format Painter ● Create a business card ● Create an envelope ● Create an address list and labels ● Use field codes to merge an address list with a main document 		<p>Shelly Cashman Starks Publisher 2003 Complete Concepts and Techniques Project 4 – Personalizing and Customizing Publications with Information Sets</p>
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<p>Week 16, 2 weeks</p>	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts.</p> <p>Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications too</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>2.1, 2.2, 2.3, 2.4</p> <p>3.1, 3.2</p> <p>4.1, 4.3, 4.4</p> <p>5.1, 5.3, 5.4, 5.5</p> <p>6.2, 6.3</p>	<ul style="list-style-type: none"> ● List common business forms ● Create an invoice template ● Use styles and drop caps ● Set a tab stop ● Create a border using BorderArt ● Add a shadow effect ● Create and format tables ● Navigate through table cells to enter data ● Insert Design Gallery calendars 		<p>Shelly Cashman Starks Publisher 2003 Complete Concepts and Techniques Project 5 – Creating Business Forms and Tables</p>
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