

# Unit Plan

**Unit Title: Business Plan Project**

**Essential Questions:**

1. Can you describe the reasons and advantages of using DESKTOP PUBLISHING software rather than a word processor?
2. Can you open a new document in MS PUBLISHER and use the DESIGN WIZARD to select a specific TEMPLATE?
3. Can you CUSTOMIZE and REPLACE TEXT in a MS PUBLISHER TEMPLATE?
4. Can you INSERT or REPLACE AN IMAGE in a MS PUBLISHER TEMPLATE?
5. Can you properly PRINT a completed project in MS PUBLISHER?
6. Can you create a FLYER, a LETTERHEAD, and an AWARD CERTIFICATE using MS PUBLISHER TEMPLATES?
7. How can I use my knowledge of excel, word, and PowerPoint to manage a business?

**Standards: PA Core Standards, PA Academic Standards/Anchors (based on subject)**

**15.4.8.G:** Create an advanced digital project using appropriate software/application for an authentic task.

**15.8.8.D:** Discuss the function of mission, vision, goals, and objectives within a business plan. Reference Career Education and Work 13.4.8.C

**Summative Unit Assessment : Final Business Project Plans**

Summative Assessment Objective	Assessment Method (check one)
Students will use their advanced knowledge of Microsoft Word, Publisher, Excel, and PowerPoint to create products for a business model.	<input checked="" type="checkbox"/> Rubric <input checked="" type="checkbox"/> Checklist <input type="checkbox"/> Unit Test <input type="checkbox"/> Group <input type="checkbox"/> Student Self-Assessment  <input type="checkbox"/> Other (explain)

# DAILY PLAN

Day	Objective (s)	DOK LEVEL	Activities / Teaching Strategies	Grouping	Materials / Resources	Assessment of Objective (s)
31	Students will learn how to create custom documents using templates available in MS Publisher. Students will create business cards for their business project.	4	<b>Business Project Intro and Business Cards.</b> Teacher will do a whole group instruction to present the business project to the class. Students will then individually work in Microsoft Publisher. Students will be able to use the DESIGN WIZARD to select a business card. Students will customize and replace text to create a card based on the rubric.	I	1. Introduction to the Business Project PowerPoint, Website Microsoft Publisher	Summative- Students will create a business card
32	Students will see that desktop publishing software is versatile and used for many reasons. Students will need to be both creative and logical when creating business flyers advertising their business.	4	<b>Business Project, Open House Flyer.</b> Students will work in Publisher to CUSTOMIZE and REPLACE TEXT in a MS PUBLISHER TEMPLATE. Students will create a flyer to go along with their Business Project. Teacher will assist students in their design.	I	Business Project Website Microsoft Publisher	Summative- Students will create an Open House Flyer
33	Students will create an excel spreadsheet to manage their business expenses and create an expense and payroll template.	4	<b>Business Project (Checkbook)</b> Teacher will do a whole group instruction to teach students how to set up a payroll spreadsheet. Students will then work individually on entering data into Microsoft Word to manage their Business check book and pay roll.	I	Business Spreadsheet Worksheet Template Business Project Website Excel	Summative- Students will create and manage a payroll spreadsheet
34	Students will customize ANIMATIONS, TRANSITIONS, and SOUNDS in a POWERPOINT presentation for a Business Commercial.	4	Business Project Commercial: Teacher will instruct the class to use their knowledge of PowerPoint to create an interactive presentation and commercial for their business.	I	Commercial PowerPoint Worksheet Business Project Website PowerPoint	Summative- Students will create a business presentation and commercial in PowerPoint
35	Students will customize ANIMATIONS, TRANSITIONS, and SOUNDS in a POWERPOINT presentation for a Business Commercial.	4	Students will continue working their PowerPoint to create an interactive presentation and commercial for their business.	I	Commercial PowerPoint Worksheet Business Project Website PowerPoint	Summative- Students will create a business presentation and commercial in PowerPoint

Teacher Name : Victoria Kozlek

Subject : Computer Literacy

Start Date(s): Week 8

Grade Level (s): 8<sup>th</sup> Grade

Building :