

**BUSINESS & COMPUTER SCIENCE DEPARTMENT
LESSON PLAN/PROJECT GUIDE**

Course Title: Computer Applications

Lesson Title

You're Having a Yard Sale—Word, Excel, Access, Publisher, PowerPoint

Annotation

Students will be having their own yard sale. In order to prepare for the event, students will need to use appropriate software to create documents to advertise the sale and to record their inventory and sales. They will also create a database that will be merged with a Word document for 20 potential customers. Students will use "Help" in the appropriate software if extra review is needed to create the documents.

Primary Learning Outcome

Students will be able to demonstrate their ability to create a flyer, an invitation, a spreadsheet, a database, and a PowerPoint presentation.

Additional Learning Outcome

Performance Standards

Under construction

Foundation Skills

CTAE-FS-3, 4, 5, 11

Local and/or National Standards

Total Duration

8 hours

Materials and Equipment

- Dry Erase Board and Markers
- Photocopier

Technology Connection

- Computer with Internet Access
 - Printer
 - Microsoft Office Suite Software, Publisher
 - LCD Projector
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Procedures

Step 1

Students will be given an instruction handout and this will be discussed as a group. Questions will be answered.

Duration: 30 minutes

Attachments for Step 1

Title: You're Having a Yard Sale Instruction Sheet

Description: The instruction sheet will contain the directions needed to complete the Yard Sale project.

Step 2

Each student will be given a copy of the rubric that will be used for grading purposes, and it will be explained. The due date will be given.

Duration: 15 minutes

Attachments for Step 2

Title: You're Having a Yard Sale Assessment Rubric

Description: Evaluation instrument

Step 3

Students will plan, type and edit their documents. All documents will be printed.

Duration: 7 hours

Step 4

Students will present their PowerPoint presentations.

Duration: time will vary depending on number of students and length of presentations

Step 5

After teachers have graded projects, they will be handed back. Common errors will be discussed. Students will be given an opportunity for questions.

Duration: 15 minutes

Assessment

The skills mastered in this lesson will be evaluated using a rubric. See Procedures.

Extension

Students who have mastered the concepts taught and have completed the project will serve as peer tutors as needed. If there is extra time, they may work on any of the following activities:

- numeric keypad skills
- speed and accuracy drills
- read business periodicals
- research careers, colleges, scholarships

Accommodations and Modifications

For students with exceptional needs, what changes can be made in instruction and teaching delivery to enhance student participation and learning? Each area below is a direct link to general classroom accommodations.

[Non-readers](#) [Physical Impairments](#) [Sensory Impairments](#) [Attention/Behavior](#) [Gifted](#)

Each disability below is a direct link to general classroom accommodations specific for that disability.

[Autism](#)

[Deaf - Blind](#)

[Deaf/Hard of Hearing](#)

[Emotional and Behavioral Disorder](#)

[Mild Intellectual Disability](#)

[Orthopedic Impairment](#)

Other Health Impairments:

[Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder](#)

[Tourette Syndrome](#)

[Significant Development Delay](#)

[Specific Learning Disability](#)

[Speech - Language Impairment](#)

[Traumatic Brain Injury](#)

[Visual Impairment](#)

YOU'RE HAVING A YARD SALE INSTRUCTION SHEET



You are having a yard sale! The following tasks will be performed:

1. Design a flyer to put in your neighbor's mailboxes and around town advertising your yard sale. Use various fonts and clip art to make your flyer attractive. Be sure to include date, times, address, phone number, and other pertinent information (such as some of the items you are selling).
2. Create a spreadsheet of your inventory. This should include at least 25 different items, how many of each item you are selling, the price of each item, an item category (housewares, clothing, yard items, toys, baby items, kitchen, games, etc.), how many you sell, and the amount of money collected for each item. Put in formulas to calculate your totals after the sale. Make sure you have a grand total for the yard sale. You will print a copy of this spreadsheet with the formulas displayed (I will explain how to do this.)
3. Type a database (in Access) of 20 potential customers to whom you are sending a special invitation to the yard sale. These can be friends, neighbors, family, or made-up people. Field names should include: first name, last name, address, city, state, zip, and phone number. The names should be sorted alphabetically by last name and then by first name.
4. Compose a personal invitation (use personal business letter format with block style, open punctuation) that will be sent to your 20 customers.
5. Create a slideshow presentation for your sale to be displayed at a local grocery store. The slide show must have a minimum of 4 slides. Keep the slide show concise. Space lines appropriately to balance out the slide. Use clipart. Be creative!! Be sure to add transition, animation, and timings.

When you finish this project, you will have 5 separate documents. Be sure and check that you didn't skip one of the assignments. All documents will be printed.

- flyer (print)
- spreadsheet (formulas will be displayed)
- database, sorted (print)
- personal invitation (print 2 invitations after the merge)
- slideshow to be presented (print handouts, **6 slides per page**)

YOU'RE HAVING A YARD SALE ASSESSMENT RUBRIC

This grade will count twice.

Flyer: 10 points possible
 Spreadsheet: 20 points possible
 Database: 20 points possible
 Invitation: 20 points possible
 Slideshow: 30 points possible

NAME _____

FINAL GRADE = _____

TOTAL 100 points possible

FLYER

-1 for spelling, punctuation

ITEM	POSSIBLE	EARNED
All information	5	
Appearance	5	

-1 for spelling, punctuation,
inappropriate graphics, etc.

SPREADSHEET

ITEM	POSSIBLE	EARNED
25 items	5	
All fields	5	
Totals	5	
Formatting	5	

-1 for spelling, punctuation

DATABASE

ITEM	POSSIBLE	EARNED
20 names	10	
All fields	4	
Sorted	2	
Formatting	4	

INVITATION

ITEM	POSSIBLE	EARNED
All information	5	
Appearance	5	
Merge	10	

-1 for spelling, punctuation,
inappropriate graphics, etc.

SLIDESHOW

ITEM	POSSIBLE	EARNED
All information	5	
Appearance	5	
Formatting	5	
Transition, animation, timings	15	

-1 for spelling, punctuation,
inappropriate graphics, etc.