

DESKTOP PUBLISHING (24)

Regional—2010

Job 1 - Flyer	_____ (200 pts.)
Job 2 - Program	_____ (200 pts.)
Job 3 - Registration Form	_____ (200 pts.)
TOTAL POINTS	_____ (600 pts.)

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.***
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.***
- 3. Electronic devices will be monitored according to ACT standards.***

No more than ten (10) minutes orientation
No more than 90 minutes actual testing time
No more than ten (10) minutes wrap-up

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May be reproduced only for use in the Business Professionals of America
Workplace Skills Assessment Program competition.

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-3.
2. Correct all errors. Copy will be graded on accuracy, creativity, originality, adherence to design principles such as: contrast, emphasis, visual hierarchy, flow and overall appearance. Correct all spelling errors.
3. Software templates may be used, but creativity points may be reduced.
4. Only the graphics provided may be used. You may, however, use Word Art, lines, circles, squares, rectangles, polygons, and/or AutoShapes. In addition, you may modify the graphics supplied.
5. **Using a text box, include your contestant number and job number in the lower left-hand corner of all work submitted.**

Example: 99-9999-9999
 Job 1

6. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
7. Be sure to print in black and white only. **Printing in color will result in disqualification.**
8. When turning in your completed work, place your Scoring Sheet on top of all your jobs. The jobs should be arranged in numeric order. Turn in all partial jobs. Turn in all rough draft pages with an X across each page.

DESKTOP PUBLISHING
 REGIONAL 2010
 SCORE SHEET

**Note...Printing in color will result in disqualification. Students may use software templates, but creativity points may be reduced.*

Job 1: Flyer

	Points	Score	Total
1. Completeness of information	25	_____	
2. Accuracy of graphics and/or formatting options required	25	_____	
3. Correct size and orientation	20	_____	
4. Accurate spelling, punctuation, and grammar	20	_____	
5. Effective use of fonts, type styles, and type sizes	30	_____	
6. Creativity	40	_____	
7. Overall design and appearance	40	_____	
Total	200	_____	_____

Job 2: Agenda

	Points	Score	Total
1. Completeness of information	25	_____	
2. Accuracy of graphics and/or formatting options required	25	_____	
3. Correct size and orientation	20	_____	
4. Accurate spelling, punctuation, and grammar	20	_____	
5. Effective use of fonts, type styles, and type sizes	30	_____	
6. Creativity	40	_____	
7. Overall design and appearance	40	_____	
Total	200	_____	_____

Job 3: Registration Form

	Points	Score	Total
1. Completeness of information	25	_____	
2. Accuracy of graphics and/or formatting options required	25	_____	
3. Correct size and orientation	20	_____	
4. Accurate spelling, punctuation, and grammar	20	_____	
5. Effective use of fonts, type styles, and type sizes	30	_____	
6. Creativity	40	_____	
7. Overall design and appearance	40	_____	
Total	200	_____	_____
TOTAL POINTS	600		_____

Student Directions: Use only the graphics supplied. In addition, Word Art, lines, circles, squares, rectangles, polygons, and/or AutoShapes may be used. You may modify the graphics supplied.

JOB 1: FLYER

The local college, Northwest College, is hosting a one day workshop for high school students interested in a career in business. The college wishes to announce the one day workshop with a flyer to be posted at area schools. Create a one page flyer using 8 ½ x 11” paper in portrait orientation. The flyer should contain 1 inch margins all around. Include at least one graphic. The following information should be included on the flyer and may be re-worded if chosen as long as the original meaning doesn’t change.

Northwest College hosts a Business Workshop for High School Students in Grades 9-12

Saturday, March 6, 2010 from 8 am to 5 pm

Admission is \$10.00 per student which includes a meal and T-Shirt

Register by February 6, 2010

Pick up a registration form from your guidance counselor

Highlights include: Tour of the Campus, Many Workshops to Choose From, Question and Answer Session with Current Business College Students

JOB 2: PROGRAM

Design an attractive program to be handed out to the attendees of the workshop. Create your program on 8 ½ x 11” paper in portrait orientation with 1 inch margins all around. Include a border around the page. Include at least one graphic. The following information should be on the program:

Northwest College Workshop Program

Saturday, March 6, 2010 – 8 am to 5 pm

8:00 – 8:30 Sign-in and Ice-Breaker

8:30 – 10:30 Session 1

10:30 – 12:00 Tour Campus

12:00 – 1:00 Lunch

1:00 – 3:00 Session 2

3:00 – 4:00 Question and Answer Session

4:00 – 5:00 Awards and Drawing for Prizes

JOB 3: REGISTRATION FORM

Develop a registration form to be handed out to the high school counselors for the workshop discussed in Job 1. Use 8 ½ x 11” paper in portrait orientation with .5 inch margins all around. Include at least one graphic. The following information should be included on the top ¾ portion of the page and may be re-worded if chosen, however the same concept of information must be incorporated on the flyer:

Northwest College Business Workshop
Saturday, March 6, 2010 from 8 am to 5 pm

The following topics will be offered at both sessions:

Entrepreneurship: Interested in owning your own business. Attend this session to put your creative ideas to work.

Marketing: Are you creative and have a spark for persuading? Put your ideas to action while learning the 4 P’s of Marketing.

Multimedia: Learn some of the cutting edge tools used to enhance a business.

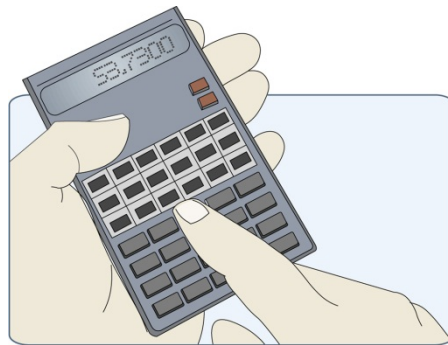
Personal Finance: Make the most of your money with this intriguing session on managing your finances.

Careers: Hear from some of the most inspiring leaders in business and how they gained their success.

Employability Skills: Learn about dressing for success, acing an interview, and marketing yourself on the job market.

The following information should be included as a cut-off form at the bottom portion of the page. Include a dashed line to go across the page. The dashed line should be below the information above to serve as the line to cut the form out. Below the line include the following information and leave space for the registrant to fill in their information:

1. First Name, Middle Initial, Last Name
2. Address
3. Phone Number
4. E-mail Address
5. High School
6. Grade
7. T-Shirt Size (Choices include Small, Medium, Large, X-Large, and XX-Large)
8. Session 1 Choice (Please list your top two choices for this session)
9. Session 2 Choice (Please list your top two choices for this session)





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KEY

Regional—2010

Job 1 - Flyer	_____	(200 pts.)
Job 2 - Program	_____	(200 pts.)
Job 3 - Registration Form	_____	(200 pts.)
TOTAL POINTS	_____	(600 pts.)

Judges/Graders:

Please double-check and verify all scores!

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**DESKTOP PUBLISHING
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 SCORE SHEET**

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GRAPHIC FILES

