

Testimonial

I've used the simulation in my CBA classes since the spring of 2003. In the spring of 2006 another teacher tried it in her classes. Here's what she had to say.

"I just loved the simulation. It was set up in such an organized manner that it was very easy to adapt to my teaching style. The students loved it and were able to put so much of their own creativity towards their work that it kept their attention and made it theirs. Very nice!"

Julia Candland
Business Educator



Suzi Cotton

Business Education Consultant

Class Reunion Simulation

**An Integration Project for
Computerized Business Applications**



Suzi Cotton
Business Education Consultant

1420 Kaylynn Drive
Pea Ridge, AR 72751

Phone:

479-451-0054

E-mail:

mrs_cotton@hotmail.com

Website:

<http://www.geocities.com/fblateacher>

Class Reunion Simulation

This is an excellent comprehensive integration project for students to complete on their own or with a partner. It is set up so that it can easily be personalized for your school.

For the Students:

The project includes 24 jobs which take the students through the entire process of planning and implementing a two-day, three-event, ten-year class reunion. They will use Word, Excel, Access, and PowerPoint. There is also an option to use Outlook or perform task pad and calendar entries manually. Students will perform tasks such as: designing and creating a logo and slogan for the reunion, writing letters, maintaining a check register and budget, creating database tables to keep up with classmate and registration information, making decisions on catering for two of the events, designing and creating a PowerPoint presentation which will be turned into a web page containing reunion information, and much, much more. Best of all, students are able to see how all compo-

nents of Office work together to provide them with tools that can be used in real-life situations. An added benefit is the fact that students learn to truly appreciate all the work that goes into organizing such an event.

For the Teachers:

The teacher instructions give you a checklist of instructions on how to set the simulation up the first time you use it, as well as what to do when you prepare to begin the simulation each year.

When I worked up this simulation, I worked through it myself as I went along. I printed out my work, just as the students would, and put it in a notebook so my students could see examples. On the CD you'll find my examples in a folder named Examples for Notebook. It also includes a cover and dividers in case you want to do this for your class as well.

All files required to run the simulation are included on the CD, from handouts, response letters, labels, to actual grade sheets for each of the jobs. I've even included a sample chart to help you keep up with where everyone is in the simulation, what grades they've received, and what, if anything, you need to give them in order for them to continue.

With the purchase of the CD you are given permission to make as many copies as needed for the purchasing teacher's students, and to make the changes required to personalize the simulation to fit your particular classroom and school. If you have any questions, always feel free to email me. I'll be happy to help you in any way.

Simulation Order Form

Description	Qty.	Price
Class Reunion Simulation CD	1	\$100.00
Order total: \$100.00		
8%Tax: 8.00		
Shipping: 2.50		
Total: \$110.50		

Teacher _____
School _____
School Address _____
Phone _____

Method of Payment

- Check
 Money Order
 School Purchase Order

Suzi Cotton
Business Education Consultant

1420 Kaylynn Drive
Pea Ridge, AR 72751

Phone: 479-451-0054
E-mail: mrs_cotton@hotmail.com
Website: <http://www.geocities.com/fblateacher>