

JUNIOR HIGH COMPUTERS

7th grade—These students will be learning the correct fingering and technique used while using the computer keyboard. The alphabet, ten-key pad, symbols and top row numbers will be learned on the keyboard. Microtype 4.2 and Mavis Beacon are used to review/learn the keyboard. Online resources are also used to reinforce keystroking. Memo formats, basic letters and envelopes, gridline tables and report style using Microsoft Word will be learned. Microsoft Power point is taught. Digital camera usage, creating sound files and scanner usage if also taught. A web based video program, Animoto, will be introduced. One-minute timed writings



will be given to check speeds and accuracy.

8th grade will review the keyboard and do some exploratory activities using the computer such as learning the block style letter, envelopes, mailing labels, gridline tables, memos and unbound reports with textual citations. Some of these activities include using the Internet, flyers, business cards and creating slide shows. Microsoft Word, Microsoft Power Point and Word Perfect Office 11 are softwares used. Pretests and post tests are given. Web based software programs will also be introduced.

Home of the Fighting Blujays!



CONTACT:

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BUSINESS EDUCATION
CLASSES



INFORMATION TECHNOLOGY I AND II

These students will learn the correct formats for letters, memorandums, reports, outlines, gridline tables, slide show presentations, form letters, etc. Students will also learn the job application and interview process. At the same time, the students will learn the Word Perfect Office 11 software along with Office 2003 software (Microsoft Word, Access, Excel, Publisher and Power Point). Web page design and Photostory and Window Movie-maker are introduced. Speech Recognition software (Dragon Naturally Speaking 10) is introduced fourth quarter. Three-minute timed writings will be given periodically to check progress on speed and accuracy. Multi cultural activities are incorporated with the use of the Internet. Set up an e-mail account for students through the ESU #1.

PERSONAL FINANCE

In this class students will learn how to keep personal records by issuing checks, balancing a checkbook, making deposits in savings and checking accounts, applying for loans, complete net worth statements and budgets, reconciliation statements, filing out 1040EZ and 1040A tax returns. Job application and careers will be explored.



ACCOUNTING I

Accounting students will be learning about starting a business and accounting practices for a sole proprietorship, partnership and corporation. A complete accounting cycle is completed for each. Automated accounting and/or Excel spreadsheet work is incorporated in each chapter as well as at the end of each unit.

ACCOUNTING II

Complete the Accounting I textbook and simulations. Begin an automated textbook and activities.

DESKTOP PUBLISHING

In this class students plan out and prepare the school yearbook beginning from planning what will appear in the book to printing the project with a color laser printer. Layout and design of the pages are done with the use of PageMaker software. Students learn how to take digital camera photos and scan photos and place photos and text on their double-page spreads. This class is part of the Annual Staff and will help with yearbook pictures and our sales campaigns of yearbooks and picture buttons.

WEBPAGE DESIGN

Learn HTML, xhtml and Java script programming languages—then update the school web page. Students will also learn how to create web pages using Microsoft Publisher, Power Point and Microsoft Word. Web based programs such as wix.com will be used also to design web pages. Search the Internet for html tags not given in workbooks, hexadecimal color codes and graphics.

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PODCASTING

The students will be working with both the Windows and Mac environment to create videos of school happenings to be uploaded to the school web page. Windows Live Moviemaker. Mac—Garageband. The students will also use Mixcraft 5 to create music for the background when using Windows Moviemaker. Audio and captions are used in the videos created.

INFORMATION TECHNOLOGY III

This class will learn the basics of html, Adobe Page-maker, Microsoft Publisher, Skype using a web cam, learn digital camera/camcorder use, transfer digital images to fabric, print digital images and create picture buttons, create movies using Garage Band, iMovie, Mixcraft 5, Windows Live Moviemaker, Prezi, wix, Animoto, Glogster, and look at various other web based software. The students will be given the opportunity to build a personal computer from a PC kit.



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