

## Mrs. Slifer—Illinois Learning Standards and Goals

---

Course Title: Basic Skills

Text: Keyboarding and Information Processing

Course Description: This class is a review of keyboarding skills learned in the junior high and elementary. Word 2000 programs including draw, powerpoint, word, and excel are studied. Also, basic formatting of letters, memos, tables, and reports are reviewed.

Prerequisite Courses: None

Grade Level: 9

Course Length: 1 semester

Credit: ½

State Goals and Objectives:

State Goal # 1 Read with understanding and fluency.

C. Comprehend a broad range of reading materials.

Illinois Learning Standards

1.C.4f Interpret tables, graphs, and maps in conjunction with related text.

Student Learning Objective

Students will type tables using the table command in word learning to merge cells split cells and format tables. Students will prepare powerpoint presentations using outline and normal view and format them with transitions, animations, and sound. Students will learn to create objects in draw.

---

Course Title: Publish It

Text: Publisher 2000 Complete Concepts and Techniques

Course Description: This class is designed for highly creative students who like to work independently. Students will learn how to design, create, and edit the following types of documents: newsletters, tri-fold brochures, webs, information sets, business forms and tables. A school newspaper will be prepared every two-three weeks by students in this class.

Prerequisite Courses: Basic Skills or Formatting Skills

Grade Level: 10-12

Course Length: 1 semester

Credit: ½

State Goals and Objectives:

State Goal #3 Write to communicate for a variety of purposes.

B Compose well-organized and coherent writing for specific purposes and structure.

State Goal #5 Use the language arts to acquire, assess and communicate information.

C. Apply acquired information to communicate in a variety of formats.

Illinois Learning Standards

3B.5 Using contemporary technology, produce documents of publication quality for specific purposes and audiences, exhibit clarity of focus, logic of organization, appropriate elaboration and support and overall coherence.

Student Learning Objective

Students create a newspaper every two weeks for the high school population. They write articles and use digital photography of student activities.

5C.4a Plan, compose, edit and revise information (e.g., brochures, formal reports, proposals, research summaries, analyses, editorials, articles, overhead, multimedia displays) for presentation to an audience.

Students use the Publisher computer program to reproduce brochures and newsletters using scanning, and copy/paste skills from internet to add pictures and graphics. Student create a brochure about themselves writing appropriate articles. Students prepare calendars and business forms including invoices and faxes. They create webs using the publisher program.

Course Title: Desktop Publishing

Text: Adobe PageMaker 7.0

Course Description: Adobe PageMaker 7.0 will be used to design letterheads, calendars, advertisements, posters, brochures, newsletters and many other types of documents. Adobe PageMaker 7.0 is a professional graphic arts program used in many businesses. Tools will be used to create and manipulate text and graphics. The following topics will be studied: creating a document, importing text and graphics, story editor usage, working with and modifying text, working with multiple pages, working with graphics, advanced graphics, adding color and mail merge, working with long publications.

Prerequisite Courses: Basic Skills or Formatting Skills

Grade Level: 10-12

Course Length: 1 semester

Credit: ½

State Goals and Objectives:

State Goal #3 Write to communicate for a variety of purposes.

B Compose well-organized and coherent writing for specific purposes and structure.

C. Communicate ideas in writing to accomplish a variety of purposes.

State Goal # 5 Use the language arts to acquire, assess and communicate information.

C. Apply acquired information to communicate in a variety of formats.

Illinois Learning Standards

3B.5 Using contemporary technology, produce documents of publication quality for specific purposes and audiences, exhibit clarity of focus, logic of organization, appropriate elaboration and support and overall coherence.

3C.4b Using available technology, produce compositions and multimedia works for specified audiences.

5C.4a Plan, compose, edit and revise information (e.g., brochures, formal reports, proposals, research summaries, analyses, editorials, articles, overhead, multimedia displays) for presentation to an audience.

Student Learning Objective

Students use PM7.0 to create letterheads, calendars, advertisements, posters, brochures, and newsletters. Skills learned in this program are of use in professional graphic arts programs.

Students create posters and advertisements for use in advertising various events and activities.

Brochures are prepared to advertise companies or events. Skills from this class transfer to those working on the high school yearbook.

---

Course Title: Web Page Design

Text: Web Page Design and Front Page 2000 Complete Concepts and Techniques

Course Description: *1<sup>st</sup> Nine Weeks:* Students first study the three design elements of information design, interaction design and presentation design for creating a web page in a planned systematic manner. During this process they learn to recognize qualities of good/bad design features and actually design their own web. *2<sup>nd</sup> Nine Weeks:* Students begin study of Front Page that will help them create and publish their web. Techniques studied include theme application, images, hyperlinks, bookmarks, hotspots, and others.

Prerequisite Courses: Basic Skills or Formatting Skills

Grade Level: 10-12

Course Length: 1 semester

Credit: ½

State Goals and Objectives:

State Goal #3 Write to communicate for a variety of purposes.

B Compose well-organized and coherent writing for specific purposes and structure.

C. Communicate ideas in writing to accomplish a variety of purposes.

State Goal # 5 Use the language arts to acquire, assess and communicate information.

C. Apply acquired information to communicate in a variety of formats.

Illinois Learning Standards

3B.5 Using contemporary technology, produce documents of publication quality for specific purposes and audiences, exhibit clarity of focus, logic of organization, appropriate elaboration and support and overall coherence.

3C.4b Using available technology, produce compositions and multimedia works for specified audiences.

5C.4a Plan, compose, edit and revise information (e.g., brochures, formal reports, proposals, research summaries, analyses, editorials, articles, overhead, multimedia displays) for presentation to an audience.

Student Learning Objective

Students study the 3 phases of design through various activities. The culminating activity is a design document and a storyboard created for use in designing their own web.

Students learn how to use Front Page—a computer program that authors web pages.

Students create their own web for publication using the computer program Front Page for publication on our school's web site.

---

Course Title: Accounting 2

Text: Glencoe Accounting, Advanced Course, 3<sup>rd</sup> Edition

Course Description: This course begins where accounting 1 ends. Emphasis will be placed on accounting for assets, liabilities, and equity; understanding business information, understanding partnerships and not for profit organizations; understanding special accounting systems, and accounting for business decisions.

Prerequisite Courses: Accounting 1

Grade Level: 11-12

Course Length: 1 year

Credit: 1

State Goals and Objectives:

State Goal #3 Write to communicate for a variety of purposes.

B Compose well-organized and coherent writing for specific purposes and structure.

C. Communicate ideas in writing to accomplish a variety of purposes.

Student Learning Objective

Illinois Learning Standards

3B.5 Using contemporary technology, produce documents of publication quality for specific purposes and audiences, exhibit clarity of focus, logic of organization, appropriate elaboration and support and overall coherence.

The computer is used to compete the various activities in the accounting cycle which include (but are not limited to) journalizing, posting, completing worksheets, and doing end of period statements. Study is expanded to include inventory methods, depreciation methods, issuing bonds, creating a corporation and managing preferred and common stock, and studying long term liabilities

3C.4b Using available technology, produce compositions and multimedia works for specified audiences.

The computer is used to compete the various activities in the accounting cycle which include (but are not limited to) journalizing, posting, completing worksheets, and doing end of period statements. Study is expanded to include inventory methods, depreciation methods, issuing bonds, creating a corporation and managing preferred and common stock, and studying long term liabilities