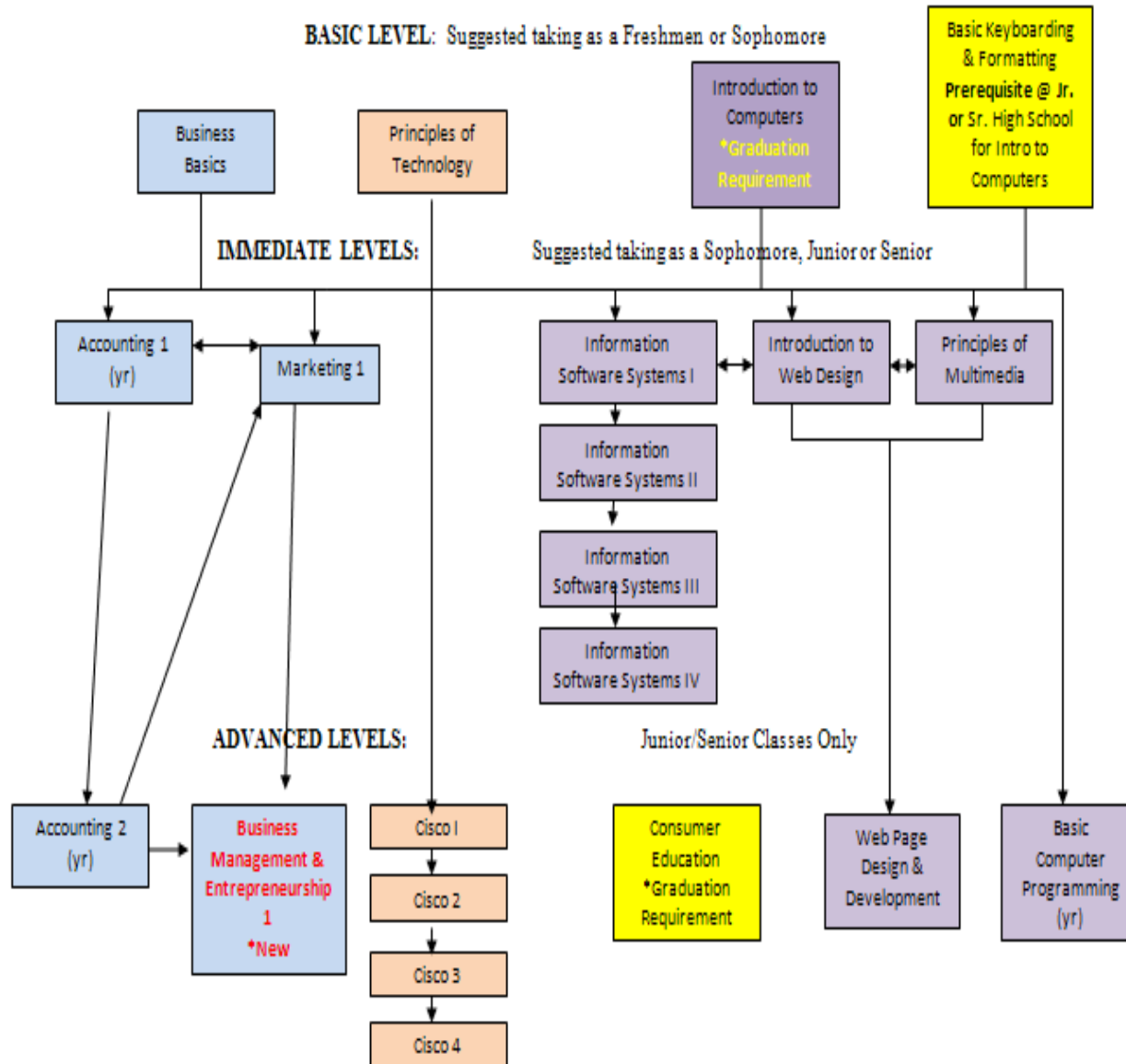


BUSINESS & INFORMATION TECHNOLOGY

SVHS Business & Technology Course Suggestions Designed to Feed into Specific Programs

The diagram below is suggestions for students who are considering taking advanced level classes in Technology or Business.



Technology

Course Guide



Basic Keyboarding & Formatting

1 Semester ½ credit
Suggested Grade: 9

This class is for those who **did not** have a keyboarding class in Junior High.

This course is planned to introduce the basic skills in keyboarding techniques for typewriter style keyboards and ten-key numeric keypads including computers. Major emphasis in class is placed on keyboarding techniques, proof-reading and correcting errors in documents and various types of business documents used in the business world.

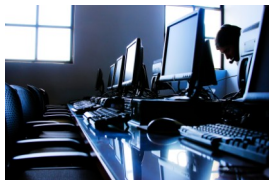
Introduction to Computers

1 Semester ½ credit
Suggested Grades: 9, 10

Prerequisite: Jr. High Keyboarding and/or Basic Keyboarding

Required course for graduation.

This course is designed to increase student opportunities to succeed in work after graduation or continue their education at a community college or university. Students will learn to use computers as tools in conjunction with related software and operating systems. Topics include computer concepts/components, understanding Windows and the Internet as well as Internet Safety. Software *introduced* in the class are Microsoft Word 2007, Excel 2007, PowerPoint 2007, and Publisher 2007. Students will also use digital cameras and learn how to upload pictures to the computer.



Principles of Technology

Grade 9, 10
1 Semester
½ credit

Principles of Technology consists of 6 (semester) or 12 (year) two week modules including 4 stroke engines, computer animation, 3D modeling, landscape design, CAD, computer networking, graphic design, CNC milling, video editing, electronics, digital manufacturing, digital photography, and vinyl sign making. Each course will cover the resources, technological processes, industrial applications, technological impact and occupations encompassed by that system in our changing complex society. This six (twelve) course set provides the orientation needed to industrial occupation programs. In addition to the modules students will do research projects to explore the goals of past, future and evolution of technology. General Goal: To initiate awareness in the student to explore technology and its role in modern society.

Specific Goals Explored:

- 1) Technology – What is this all about?
- 2) The Evolution of technology – How did we get here and why?
- 3) Technology Today – What is it doing for me now?
- 4) Technology Tomorrow – What do I have to look forward to?
- 5) Technology Careers – What career can technology offer me?



*Are you prepared for
your future?*



Information & Software Systems I

Grade 10-11-12 I
Semester ½ credit

This intermediate course is designed to increase the student's opportunities to succeed in work after graduation or continue their education at a community college or university. Students will learn to make decisions in producing professional business documents (i.e.: business letters, memorandums, etc.) as well as utilizes other computer software tools. Students will also learn to design posters, business flyers and certificates as well as learn to create vector graphics for use in logos and other types of designs. The software programs used in this course are Microsoft Word 2007 and Excel 2007, Level 1. Students successfully completing the course may select to sit for Microsoft Office Specialist* (MOS) Core Certification.

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements.

Information & Software Systems II

Grade 10-11-12
1 semester ½ credit

Prerequisite: Information & Software Systems I
This intermediate computer course is designed to increase the student's opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn to create professional slide-shows, including inserting videos and music into a slideshow presentation. Students will also create tables, queries and forms in the database, Access 2007. The software programs used in this course are Microsoft Power Point 2007 and Access 2007. Students successfully completing the course may select to sit for Microsoft Office Specialist* (MOS) Core Certification

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements

Advanced Information & Software Systems III

Grade 11-12
1 semester
½ credit

Prerequisite: Information and Software Systems II or consent of the teacher

This computer course is an advanced course that deals with various high-level software skills, including advanced knowledge of Microsoft Word 2007 and Excel 2007, level 2 & 3. Students will develop a portfolio of work involving desktop publishing skills that are aligned with the MOS Expert Certification. Students successfully completing the course may select to sit for MOS Expert Certification in Microsoft Word & Excel.

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements

Advanced Information & Software Systems IV

Grade 11-12
1 semester
½ credit

Prerequisite: Information and Software Systems III or consent of the instructor

This computer course is an advanced course that deals with various high-level software skills, including advanced knowledge of Microsoft Access 2007 and Microsoft PowerPoint 2007. Students will also focus on detailed work in Windows Movie Maker and digital camera work. Students will develop a portfolio of work involving desktop publishing skills that are aligned with the MOS Expert Certification. Students successfully completing the course may select to sit for MOS Expert Certification in Microsoft Excel and PowerPoint Core certification.

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements

Introduction to Web Design

1 Semester ½ credit
Suggested Grades: 10, 11, 12

Highly recommended: Introduction to Computers

Introduction to Web Design is a skill-level course designed to prepare students to plan, design, create and maintain personal web pages and sites. Students will learn the fundamental of web page design using HTML and other graphic editing programs. Students will work in a student based environment to create a working web site. Students will learn to create pages, add hyperlinks, make tables and frames, create forms, integrate images and set styles. In addition to technical skills, course contact will reflect integration of academic and workplace skills. This class will prepare students for Web Page Design and Development.

Web Page Design and Development

1 Semester ½ credit
Suggested Grades: 11, 12

Prerequisite: Introduction to Web Design

Students may take this course for high school and RVC (WEB 101) dual credit.

Web Design and Development is a skilled-level course for students who have completed Introduction to Web Design and Principles of Multi-Media. Instruction will include using multimedia authoring applications and programming tools to create web sites that combine text, hyperlinks, images, video and sound as well as expanded practice in HTML coding. Students will also be exposed to professional web design guidelines and standards in order to create professional business websites.

SVHS Web Page

1 Semester ½ credit
Suggested Grades: 11, 12

Students who enroll will work on the SVHS Web Page and SVHS Activities Page. Students will learn how to work on pre-formatted websites, uploading pictures and videos, writing articles and keeping the web pages current. Students do not need HTML background, but experience in HTML is a plus.

Principles of Multimedia

1 Semester ½ credit
Suggested Grades: 11, 12

This course will include instruction with image editing programs designed to manipulate scanned images, computer graphics, and original artwork. Instruction will include create graphical headers, interactive menus and buttons, and visually appealing backgrounds. Students will use hardware and software to capture, edit, create and compress audio and video clips. Additionally, students will learn how to produce podcasts, VCDs and DVDs.

Basic Computer Programming

1 Year
1 credit
Suggested Grades: 11, 12

Prerequisites: Computer Experience & interests in Computer Programming

This course is designed to introduce the student to object oriented programming using Alice. Students will write platform-independent object-oriented code for conventional, Internet-and Intranet-based applets and applications. Topics covered include graphical user interface (GUI) development; multimedia (images, animation, and audio); graphics strings, exception and security, and application portability.

CISCO Networking Academy

CISCO Networking Academy I

Grade 11
1 semester

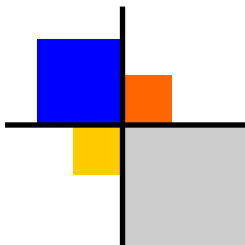
The introductory course in the CISCO Networking Academy provides relevant preparation for the information technology field. The fundamentals of networking, protocols, IP addresses and concepts leading to cabling installation will be covered.

CISCO Networking Academy II

Grade 11
1 semester

Prerequisite: CISCO Networking Academy I

The second class in the Academy will cover routing theory and router technologies. Students participate in router configuration exercises and will be introduced to LAN switching. By the end of the class, students will have the skills necessary to gain internship opportunities in the information technology sector.



CISCO Networking Academy III

Grade 12
1 semester

Prerequisite: C or better in CISCO Networking Academy II

Advanced routing and switching will be covered in the third course in the CISCO training sequence. During this course, students will configure routers and switches using network management techniques to find and fix network problems.

CISCO Networking Academy IV

Grade 12
1 semester

Prerequisite: C or better in CISCO Networking Academy III

In the fourth class of the Academy sequence, project-based learning will take place. Students will complete advanced projects in network design and management. Completion of these tasks and 280 hours of instruction in the four CISCO courses will prepare students for the industry certification exam required to achieve the CISCO Networking Associate certificate. The student will also be positioned for the additional schooling required for more advanced certifications.



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future in this high tech
and competitive world.!*

**Enroll in Business
or Tech classes
Now!**