Business & Information Technology

Courses for 2018-2019 School Year
Mr. Fitch

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Information Processing

This is a one-semester course which will aid the student in becoming more efficient and effective in written communications. The class is designed to provide training for personal or career and technical development. The students will review and demonstrate mastery of touch keyboarding using correct keying techniques including correct posture and finger placement. The student will improve speed and accuracy in keyboarding by using appropriate drills and timed writings.

Microsoft Word will be used extensively in a variety of activities and assignments throughout the course. Some of these activities include understanding Word, basic editing, character formatting, paragraph formatting, managing text flow, creating tables, working with themes, style sets, backgrounds, quick parts, and text boxes, using illustrations and graphics, proofing documents, and formatting a research paper. An emphasis will be placed on helping students prepare to enter the world of work by completing job applications, writing cover letters, designing resumes, and obtaining character references.

All students will take the Microsoft Office Specialist (MOS) exam for Word at the completion of the course. The exam will be taken through CertiPort, the world leader in performance-based certification exams, at no cost to the student. Students wanting certifications in other Microsoft Office Products such as Excel, Access, and PowerPoint are encouraged to enroll in the Microsoft Office Course offered at Fall Creek.

Semester – Required – .5 Credit
Offered to 9-10-11-12

Microsoft Office Suite
- transcripted with CVTC

Proficiency in Microsoft Office is a requirement in many programs of study and occupations today. This class provides you with comprehensive training in Microsoft Windows, Word, Excel, Access, and PowerPoint. Students will learn how to effectively use each program, as well as apply it in a professional setting. This includes practical, real-world skills that are useful in the workplace. The class provides hands-on lessons and assignments.

Transcripted Credit is awarded for this course with CVTC. In addition to receiving high school credit, students who earn a C or better will then have grades posted to an official technical college transcript and tabulated in the student's technical college GPA. Two CVTC credits, Microsoft Office Suite, will be obtained upon completion of the course at no cost to the Fall Creek student. Microsoft Office is required for many different programs/degrees at CVTC.

At the completion of this course, students will be given the opportunity to take the Microsoft Office Specialist (MOS) certification for Word, Excel, Access, and PowerPoint. This certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries. Demonstrate you have the knowledge, skills, and abilities to productively use Microsoft Office. Gain recognition among peers and employers, and a distinct edge in the competitive job market. The exams will be taken through CertiPort, the world leader in performance-based certification exams, at no cost to the student.

Semester – Required – .5 Credit
Offered to 9-10-11-12

Photoshop

If you can think it, you can make it with Photoshop, the world's best imaging and design app. Students will learn digital photography and explore the techniques and applications of acquiring, manipulating, and outputting digitized photographic images. Photoshop, the industry-standard image-editing software, will be taught along with activities using the scanner and digital camera to produce sophisticated graphics for the Web and print. Create and enhance photographs, illustrations, and 3D artwork. You'll learn Photoshop techniques including selecting and isolating objects, creating image composites, masking images, and improving images with retouching and effects.

Semester – Elective – .5 Credit
Offered to 10-11-12

Yearbook

Yearbook is a class specifically designed to record the yearly history of the school, its students, and the events that occur throughout the year. It provides an opportunity for students to apply photo journalistic techniques as they work together to produce the school yearbook. Yearbook class members have the unique ability to create a "book of memories" for people for years to come. Students in this course will learn layout design; write and fit copy, captions, and headlines; learn basic photography skills; and become more proficient using the computer to develop real world skills. Students will also have the opportunity to accept leadership positions and develop new skills as they build the yearbook utilizing curriculum provided by Jostens.

Semester and/or Year-Elective-.5 and/or 1 Credit
Offered to 9-10-11-12

Desktop Publishing/Yearbook
- transcripted with CVTC

This class will provide advanced skills in desktop publishing used to create, format, illustrate, design and print publications utilizing Adobe Illustrator and Adobe InDesign. Illustrator is the industry-standard vector graphics application that lets you create logos, icons, drawings, typography, and illustrations for print, web, video, and mobile. InDesign produces the best designed publications in the world for print, PDF distribution, and even tablets. Learn to create high-quality print and digital publications such as newsletters and online interactive documents. InDesign gives you the power to transform your organization's communications. The student will receive training as a computer graphic designer with lay-out techniques needed for business projects.

A portion of this class will also be used to complete the Fall Creek High School Yearbook. We will pick up where the fall semester class ended and finish the winter sports, design the pages containing spring activities, and create the spring supplement.

Transcripted Credit is awarded for this course through CVTC. In addition to receiving high school credit, students who earn a C or better will then have grades posted to an official technical college transcript and tabulated in the student's technical college GPA. One CVTC credit, 106-107 Publications, will be obtained upon completion of the course at no cost to the Fall Creek student.

Semester – Elective – .5 Credit
Offered to 10-11-12

Web Page Design
- transcripted with CVTC

This course is designed to be a "first course" in web site development and follows curriculum from CVTC. Students work with a text editor and a browser to develop web pages from scratch using HTML and Cascading Style Sheets (CSS) to control color, layout, text, and images. Responsive design principles and accessibility standards are incorporated to ensure web sites are usable and professional looking. Tables, forms, audio, and video components are included to add variety and pizzazz! Students will have the opportunity to design and publish web pages on the Go Crickets web server.

Transcripted Credit is awarded for this course through CVTC. In addition to receiving high school credit, students who earn a C or better will then have grades posted to an official technical college transcript and tabulated in the student's technical college GPA. Three CVTC credits, Web1 – HTML & CSS, will be obtained upon completion of the course at no cost to the Fall Creek student.

Semester – Elective – .5 Credit
Offered to 11-12

Programing Fundamentals
- transcripted with CVTC

This course is designed to be a student's first programming course and follows curriculum from CVTC. It provides an introduction to fundamentals computer programming concepts including: input-processing-output, if-then-else logic, for loops, while loops, and array processing. With an emphasis on hand-on activities, students us pseudocode and flowcharting tools to build problem-solving skills.

Programming concepts and problem-solving skills are synergized and applied through the completion of a variety of programming exercises using the JavaScript programming language.

Transcripted Credit is awarded for this course through CVTC. In addition to receiving high school credit, students who earn a C or better will then have grades posted to an official technical college transcript and tabulated in the student's technical college GPA. Three CVTC credits, 105-101 Programing Fundamentals with JavaScript, will be obtained upon completion of the course at no cost to the Fall Creek student.

Semester – Elective – .5 Credit
Offered to 11-12

Media Arts-Video Editing

Have you received a classroom assignment to create and edit video and you have no idea how to? Then this class is for you! Whatever you set out to do, do it with the same app Hollywood pros use. Adobe Premiere, the industry-leading video editing software, will be used for editing digital video to create videos, short movies for DVDs, and clips for the web. Learn the basics, or refine your skills with various tutorials and projects.

Semester – Elective – .5 Credit
Offered to 10-11-12

Media Arts-Animate

See how you can us Adobe Animate to create a variety of animated content such as animated cartoons, advertisements, game and other interactive content. This is a one-semester course design to further develop technological skills and to demonstrate technical abilities of students. Adobe After Effects will also be used to help students get to know the basics of animation. See what's possible with Adobe After Effects, the industry-standard animation and creative compositing app. Classroom instruction will consist lessons and projects to make things move. Combine videos and images together, create and animate text, and animate logos.

Semester – Elective – .5 Credit
Offered to 10-11-12

Video Game Development

Video Game Development is a class that allows students to discover the opportunity to create functional video games utilizing programming techniques in Game: IT by Stem Fuse and other gaming software such as GameMaker Studio and Unity that can be shared and played. Through text, pictures, animations, and digital video students will be able to demonstrate basic programming and design processes. Video Game Development will provide students with computer programming skills that easily translate into a variety of gaming fields and industries.

Semester-Elective-.5 Credit
Offered to 9-10-11-12

Classses Offered by Grade Level	
Freshman	Info. Processing, Yearbook, Video Game Design
Sophomore	Info. Processing, Yearbook, Video Game Design MS Office, Photoshop, Desktop Publishing/Yearbook, Media Arts-Video Editing, Media Arts-Animate
Junior	Info. Processing, Yearbook, Video Game Design MS Office, Photoshop, Desktop Publishing/Yearbook, Media Arts-Video Editing, Media Arts-Animate, Web Page Design, Programing Fundamentals
Senior	Same classes as offered to juniors

Classses Offered by Semester	
1st Semester	2nd Semester
Information Processing	Information Processing
Ms Office	Photoshop
Web Page Design	Programing Fundamentals
Yearbook	Desktop Publishing/Yearbook
Media Arts-Video Editing	Media Arts-Animate
	Video Game Design

Questions? Please stop by Mr. Fitch's Classroom or
e-mail at charlesfitch@fallcreek.k12.wi.us