

The Business Connection

Milton High School's Business Department Newsletter

Volume 2, Issue 1

Back to School 2007

COMPUTER LABS GET A FACE LIFT



When you step into Rooms 228 and 229 for the first time this school year, you'll notice the smell of freshly unpackaged hardware. Both Mrs. Spear's and Ms. Emery's computer labs have been upgraded with new computers and new software.

These business/computer technology instructors and their students will be the first in the district to test drive the new Windows Vista operating system and Microsoft Office 2007 application software. Students from Keyboarding and Computer Concepts through Computer Applications 2 will be dazzled with the new features of these powerful programs.

The instructors prepared for the change by enrolling in a CSIU summer course focusing on the Word portion of the 2007 Microsoft suite. The biggest change is the "ribbon," pictured below, which is a context-sensitive grouping of the word processing features. As you begin creating documents and clicking to different features, the ribbon changes accordingly.

As a seasoned user of Word, Ms. Emery found big changes in this newest version--some that will require a bit of "retraining." On the other hand, Mrs. Spear, a veteran WordPerfect user, finds this new version a refreshing change from the older versions of Word. Both instructors are excited about bringing these new applications to their students. Read the sidebar for more information about the new technology.

WHAT YOU CAN EXPECT IN ROOMS 228 AND 229

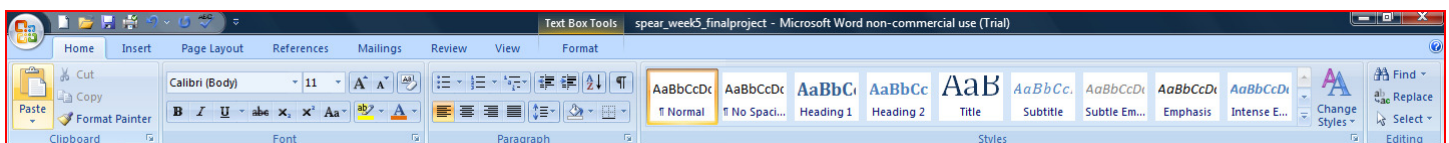
Hardware:

38 Dell Optiplex desktop computers
Intel Core 2 Duo processors
2 gigabytes RAM
DVD burners
15.4" Monitors
Projection System

Software:

Windows Vista Business Edition
Microsoft Office 2007 Pro including:
Word
Excel
PowerPoint
Access
Publisher
Outlook
FrontPage
Picasa
Vision
Internet Explorer 7

Psyched Instructors!



The new look of Office 2007 featuring the "Ribbon."

TEACHERS ATTEND GOVERNOR'S INSTITUTE

Each summer, the state of Pennsylvania offers educators an opportunity to attend Governor's Institutes in various academic areas. This summer, Mrs. Bleistein, Ms. Emery, and Mrs. Spear all took advantage of this opportunity.

Mrs. Bleistein, accounting and business law teacher spent a week at Elizabethtown College developing a high school financial education course. This institute was presented by the Pennsylvania Departments of Education and Banking and the Pennsylvania Office of Financial Education. Topics included: kids and money: what they need to know; information on and ways to teach about budgeting, saving and investing; credit and debt; and identity theft and scams.

The Lehigh Valley was the setting for the Reading, Writing, Speaking, and Listening Governor's Institute. Ms. Emery and Mrs. Spear, along with a team of other Milton teachers, learned various strategies for implementing more reading activities into career and technical education classes.

Both institutes were very intense, but all the teachers involved walked away with a wealth of ideas, resources, and practical lessons which will show up in all their classes this fall. For more information on the State of Pennsylvania Governor's Institutes visit:

<http://www.teaching.state.pa.us/teaching/cwp/view.asp?A=11&Q=34541>

THREE CLASSES ADDED TO BUSINESS CURRICULUM

Financial Planning and Consumer Issues are two courses you will now find being taught on the second floor of the high school. These courses, previously taught by Mrs. Hudson, family and consumer science instructor, have shifted to the business department. Mrs. Bleistein and Ms. Emery have worked over the summer to "tweak" the courses and put a "business" spin on the content.

Another new course taught by Mrs. Spear, Introduction to Business Online, will be the first 24/7 course to be offered at Milton High School. Students enrolled in this class will have the flexibility of completing weekly assignments at their convenience either from their home computer or during a study hall at school. The course will be offered via the internet at the following site: <http://moodle.milton.k12.pa.us>. For more information about these and other courses visit: <http://www.jdspear.com>.

The Business Connection
is published by the
Milton High School
Business Department
several times a year.

**"We Make Your Success
Our Business"**

Meet the Teachers



Mrs. Bleistein
Room 230

Accounting 1, 2
Business Law
Financial
Planning



Ms. Emery
Room 229

Keyboarding
Word Proc. 1, 2
Comp. Apps 1, 2
Consumer Issues



Mrs. Spear
Room 228

Keyboarding
Word Proc. 1, 3
Business Tech.
Intro. to Business