Classes by Kim Whitteberry

Computer 1

616.822.8582
ashininglight00@msn.com

Personal History

I was home schooled my entire life and after graduating from high school, earned a BA in English from Thomas Edison State College. Throughout high school and college, God blessed me with many opportunities to tutor and share the gift of English with my students. I have tutored privately as well as at PTC. God has truly blessed me in so many ways but the greatest gift is the gift of His Son and saving faith through Jesus. I firmly believe that English is a gift from God, which can be used as a powerful tool in sharing the gospel. With proper training, students can become effective writers that challenge those around them to question the "norms" and encourage godly discernment as the basis of all decisions.

Computer Basics

This course will cover basic navigation of Microsoft Windows, Microsoft Office 2007 (Word, Excel, Power Point, and Outlook) and the basic elements of Adobe Photoshop.

It is for high school students with basic computer skills. While all lessons in class are hands-on, students will need to take notes to help them remember the different processes. Outside of class, students should spend 30-40 minutes 4-5- days per week reviewing their notes and working on a computer to ensure they are familiar with the features and procedures taught in class. The student will mostly be graded on successfully passing tests and in-class projects as assigned.

Some topics covered in this course:

- Basic Windows and Office concepts
- Create basic documents in Microsoft Word
- Create forms and mail-merges in Microsoft Word
- Create basic spreadsheets using basic formulas in Microsoft Excel
- Create charts and perform simple data analysis in Microsoft Excel
- Learn basic presentation concepts in Microsoft PowerPoint
- Use and manage Mail, Contacts and Calendar in Microsoft Outlook (time permitting)
- Basic concepts in Adobe Photoshop (time permitting)

Required Supplies:

- A laptop running Windows XP or Windows Vista, and Microsoft Office applications Word, Excel and PowerPoint versions 2007
- 3 Ring Notebook
- Writing Tools (pen, pencil)
- Flash Drive
- $20 copy fee

English 7/8

English 7/8 is designed to continue building a strong grammatical foundation, which will allow the student to write effectively while challenging them with classical reading.

For Grammar, we will be using *Structure for Communicating Effectively, which* is Book 2 of the program *Applications of Grammar.* During the year, the students will study the parts of speech, phrases, clauses, diagramming, punctuation and types of sentences. When the year is over, they should be able to look at a sentence and identify the function of each word. This knowledge will strengthen their writing as they become familiar with the different components of a sentence.*

*Also, please understand that you will be expected to grade your student's grammar materials. This should only take about 15-20 minutes a week. This enables me to spend more time grading subjective work and aid you in maturing your child's composition skills.

In writing, we will be using *Character-Based Writing Lessons* by Daniel K. Weber. This study is based on the Institute for Excellence in Writing. Things that are covered include: note taking, summarizing, writing from pictures, research reports, creative writing, and essay composition as well as different stylistic techniques.

Literature will challenge the students to read *The Bronze Bow* and *Roll of Thunder, Hear my Cry* and analyze them. They will be required to read the entire book and complete a variety of assignment, which examine the content in light of scripture, and familiarize the students with different literary techniques. Also, we will study various forms of poetry.

Required text:

- *The Bronze Bow* By Elizabeth George Speare
- *Roll of Thunder, Hear my Cry* By Mildred D. Taylor
- *Structure for Communicating Effectively* Student book and answer key.

All of the literature worksheets and composition will be in hand out form. Thus, the copy fee is $20 for this class.

Journalism

Journalism/Yearbook will emphasize the application of biblical principles to investigating, reporting, writing, and editing. Students will learn the basics of journalistic writing and sharpen composition skills through weekly reporting and writing assignments. The class will publish a newspaper every six weeks and produce the Yearbook. The yearbook includes tasks such as, photography, working with Adobe In Design, organizing class pictures, selling ads and budgeting the production of the yearbook.

Note: Students must be able to attend 4-5 workdays outside of regular class hours. The workdays are usually held on Fridays.

Required supplies:

- *Step By Step: How to Write Articles for Newspapers and Magazines* by Dawn B. Sova ARCO 2nd Rev. Ed
- Access to a digital camera
- Access to a home computer and word processing program

Optional but recommended: A design program such as Microsoft Publisher
A flash drive for submitting projects

There will also be a $20 copy fee for this class.