

Information Processing Syllabus

Instructor: Mrs. Crutcher

Text: Mastering and Using Microsoft Office 2000 for Windows, Comprehensive Course

Prerequisite: Keyboarding

Course Description:

Students will learn computer concepts and the business skills needed for information management in the home or office setting. Microsoft Office (Word, Excel, Access, Publisher, and PowerPoint) will be used in this class. Applications taught include advanced word processing, a spreadsheet program that allows you to calculate, manage, format, analyze, and chart data; a relational database management application that allows you to organize, sort, and retrieve information to create forms and reports; and a presentation graphics application that allows you to create professional presentations quickly and easily. Attention will be directed to how a computer functions, how computer operations are controlled, telecommunications, trends and current issues concerning how computers are used in today's society and how to make informed purchase decisions.

Course Goals & Objectives:

1. Merge (from existing files) and print correspondence (form letters)
2. Key, print and store mailing labels
3. Input, update and store data into records in an existing database
4. Open stored spreadsheets, input and update data into spreadsheet and print revised spreadsheet
5. Key, print and store merge documents (form letters, mailing labels and envelopes)
6. Key, print and store outlines (using outline feature) from legible longhand or edited rough draft
7. Scan documents onto a formatted storage medium and import into a word processing program
8. Plan and create database, input and up-date data into records, store database, print quick reports from database
9. Create spreadsheet, input data into spreadsheet, update data in spreadsheet and store spreadsheet
10. Create and update documents using desktop publishing features of a word processing package or desktop publishing software package
11. Put together slide show, speaker notes and handouts of slides using presentation software
12. Open/retrieve stored database; rename, insert, move and delete fields; use queries and generate report; customize report (add title, graphics, functions)
13. Retrieve spreadsheets, copy data from one spreadsheet to another, link spreadsheets, edit data in a linked spreadsheet, print and store spreadsheets
14. Create graphs and charts from spreadsheets
15. Import graphics, spreadsheets, text and data into word processing documents
16. Key, process, print and store text and data information using integrated software

Homework:

Students are expected to keep a binder that will be provided with all handouts and assignments, which will be collected and graded. Additionally, assignments, quizzes, and projects will be given to assess students' individual understanding of topics. You are allotted time in class to do all assignments. Passes will also be handed out to complete work during advisement period. This is a time to come down and get homework done! Homework for the week will be due on Friday. If you are ill, please see the instructor.

Assessment:

Daily Homework, Projects, Test – Your grade will be based on the amount of points you have earned divided by the total amount of points available in the class.

Semester Exam – At the end of each semester a comprehensive exam worth 20% will be given. This exam will be used in conjunction with the two-quarter grades to determine the semester grade. The semester grade will be calculated by the following formula: $\{(3^{\text{rd}} \text{ quarter } \% * 2) + \{4^{\text{th}} \text{ quarter } \% * 2\} + \text{semester exam}/5$.

Suggestions for Successful Classroom Involvement:

You will get out of this class what you put into it. The more you participate in class, the more work you will complete. If you have any questions, raise your hand and wait patiently for the instructor's help or ask your neighbor if they can help. **DO NOT GET OUT OF YOUR SEAT!** Remember that there are three different classes going on at the same time.

Attendance and Behavior:

Students are expected to attend class regularly and be on time. Trips to the main office, the guidance counselor, or the bathroom should be made during the passing period, not during class. Additionally, students are expected to be familiar with the high school Student Handbook and use reasonable judgment in knowing what is appropriate behavior. Be courteous and respectful to the instructor and fellow students. It is important to attend class since your work has to be done on the computers. If you miss class, you need to find time to make up your homework. This can be during advisement, before or after school when you make arrangements with the instructor. Remember if you miss class, you need to find 80 minutes of your own time to make it up.