



Information Processing



Grades: 10th – 12th

Prerequisite: None

Credits: 1.0

Teacher: Mrs Sterrenberg

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School Homepage: <http://www.watseka-u9.k12.il.us>

Office Hours: Room 151; Before/After School

Resources: Microsoft Excel It, Microsoft Access It, Microsoft Word It,
The Office Specialist.com
Learning Microsoft Office 2013 - *Level 1 Advanced*- Betsy Newberry
Microsoft Office 2013 Projects *Illustrated Series* - Carol M. Cram

Supplies: None

Course Description:

Information Processing is a one year course where students will develop awareness and understanding of application software and equipment used by employees to perform tasks in business, marketing, and management. Students will apply problem-solving skills to hands-on, real-life situations using a variety of software applications, such as word processing, spreadsheets, database management, presentation software, and desktop publishing.

Instructional Methods:

Techniques used include teacher and student demonstrations, guided and independent practice, lectures, and technology. Team-based and cooperative group work will be applied.

Learning Outcomes:

Each student will:

Windows:

- Organize personal files and personalize Windows environment.
- Be able to effectively use the Internet and e-mail.
- Learn how to protect their computer from virus and malicious software
- Gain skills for information searching and collaborating.
- Be able to manage multimedia files.
- Be able to maintain both hardware and software on their computer

Word

- Students will apply basic formatting options to a word processing document.
 - Spelling/Grammar
 - Bullets/Numbering
 - Format font text, color, and size
- Students will apply advanced word processing features to a word processing document.
 - Line spacing
 - Margins
 - Text Alignment
 - Tab Stops
 - Headers/Footers
 - Tables/Graphs
 - WordArt
 - Mail Merge
 - Hyperlinks
 - Use built-in themes and templates
 - Collaborating using Track Changes

Excel:

Students will

- Create spreadsheets using Microsoft Excel.
 - Customize workbooks and worksheets
 - Navigate the workbook
 - Enter texts, date, and numbers
- Modify existing spreadsheets with new spreadsheet techniques.
 - Insert/delete rows
 - Format columns/rows size
 - Work with ranges of cells
- Utilize advanced spreadsheet techniques.
 - Formulas/Functions
 - Make use of Cell Reference (Absolute, Relative, and Mixed)
 - Create charts/graphs
 - Table Styles

PowerPoint

Students will:

- Use Microsoft PowerPoint to create multimedia presentations using text, graphics and other forms of multimedia.
- Learn how to effectively use custom animations to better present information
- Be able to import, export, embed, and link information and pictures

- Be able to effectively present a PowerPoint.

Access

Students will

- Learn about database software and its purpose.
- Develop the skill of how to organize, updates, sort, locate, and analyze, and report information
- Learn to locate specific information use the Find command and explore sorting, filtering, and queries
- Be introduced to lookup fields, forms, and reports

Publisher

- Students will be able to use Publisher to create professional and attractive documents: Flyer, Newsletters, Tri-fold brochures, Business Cards, Company Letterhead, Logos, and Interactive Web Site.
 - Using templates
 - Editing objects (graphics, hyperlinks, interactive images, AutoShapes)
 - Formatting text
 - Spelling/Grammar
 - Using tables
 - WordArt
 - Merging Data into a Publication

Office Integration:

- Students will integrate the word processor, presentation, desktop publishing and spreadsheet applications using real-world examples and applications.

GRADING SCALE

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

Assignments

Majority of assignments are done in class. It is crucial that you attend class every day. Certain assignments will be accepted as late work after the due date, but points will be deducted based on the amount of days late. Any assignment turns to a ZERO after the 5th school day from due date of the assignment. Tests and quizzes must be made up within TWO days of an absence due to excused illness or absence. If illness exceeds two days, then the student will get additional days for each excused absence.

Attendance

Each student is expected to be to class on time and in their assigned seat when the bell rings. If you are absent, it is YOUR responsibility to make arrangements to make up your work. You will receive two days for every excused absence for make-up work. If you are truant, you will receive no credit!

Tardiness is an inappropriate disruption to the classroom environment and will be enforced according to school policy.