Information Processing

Teacher: Mrs. Guebert

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Course Description

This course provides an overview of the popular components of the Microsoft Office suite: Word, Excel, Access, Publisher, and PowerPoint. The basics of each program will be covered.

Overall Course Objectives

- ☐ Overview of Word
- ☐ Overview of Excel
- ☐ Overview of Access
- ☐ Overview of PowerPoint
- ☐ Overview of Publisher

Course Description:

This course will introduce students to the more complex phases of Microsoft Access, Excel, PowerPoint, Publisher, and Word. Students will receive training in word processing skills including creating, editing, and formatting documents as well as creating tables, columns, graphs, and charts.

This course will also serve to develop the students' presentation skills using PowerPoint. The student will learn to apply the features of the program to design, create, and edit professional quality presentations.

Course Objectives:

By the end of this course, the successful student will understand and be able to complete the following:

1. Create and format documents
2. Edit documents and work with tables
3. Create reports and newsletters
4. Use advanced formatting, lists, and charts

By the end of this course, the successful student will understand and be able to complete the following:
1. Create and format presentations

2. Work with lists and graphics
3. Enhance a presentation
4. Finalize a presentation
5. Work with masters, handouts, and text
6. Work with graphic objects and media

Class Policies and Expectations:

1. Be in your seat and ready to begin class when the bell rings.

2. Please respect school property. No writing on desks, chairs, tables, or mouse pads. Also, do not tamper with any of the computer equipment at your workstation. You are responsible for the equipment at the assigned seat you are sitting in. Please notify the teacher IMMEDIATELY if anything at your workstation is damaged or has been tampered with. Appropriate action will be taken if you are caught destroying or damaging any school property.

3. You can be excused from class for the restroom when necessary. You must have your handbook. Please fill out your handbook, have teacher sign, sign out with date & time, and sign back in with the correct time. Please do not abuse this privilege.

4. No food or drinks are permitted in class.

5. Your grade in this course is based on production. Because students turn in assignments at different times (early, when due, or late) it is difficult for grades to be current. If you do not have a grade for a particular assignment, it may mean that I haven't had the opportunity to grade and post that particular assignment. Of course, it may also mean that you are behind in your classwork. Keep your checksheets in your folder so that you can stay organized!

6. It is THE STUDENT'S RESPONSIBILITY to make sure all work is current. Keep in mind, as stated in #5, you may have turned the assignment in, but I have not had a chance to grade and record it.

7. All make-up work must be completed either during study hall, before 1st period or after school. You must make prior arrangements with the teacher to obtain a pass.

8. Late assignments may receive only partial credit.

9. Cheating will not be tolerated. If you are caught cheating on an assignment or test/quiz, or submitting someone else's work as your own, YOU AND THE PERSON YOU ARE CHEATING FROM WILL BE GIVEN A "0" FOR THE ASSIGNMENT(S) AND WILL BE SUBJECT TO ADMINISTRATOR DISCIPLINE.
   Cheating in this class is defined as: sharing passwords; submitting someone else's work as your own; logging in to someone else's files; copying work; and using cheat sheets. Don't jeopardize your own grade to help out another classmate!!!!

10. All work must be saved in student's drive. Flash drives are not permitted to be used in this class.

11. Keep your password to yourself. DO NOT give it out to anyone! If you suspect someone knows your password, please alert the teacher immediately so that your password can be changed. Your password can be changed at any time during the year.

12. The teacher reserves the right to use discretion in individual situations while adhering to the policies of Steeleville School District. Parents are welcome to request additional information by emailing kguebert@steeleville138.org.

Course Grading Criteria:

All quizzes, tests, and projects will be graded according to the Steeleville School District grading policy. Total points will be accumulated for all evaluated efforts in this class rather than having letter grades per each effort.

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Syllabus Approval Form

By signing, and returning, this form, we admit to reading and understanding all of the information provided on the syllabus for Mrs. Guebert's Information Processing Class. Any information about course content, areas of focus, expectations, and grading procedures is fully understood and those items described will be followed in accordance to the syllabus throughout the length of the course.

_____   _____
        Student's printed name   **Student's signature**

_____   _____
    Parent/Guardian printed name   **Parent/Guardian signature**