

INFORMATION TECHNOLOGY 1
MRS. INNOCENTI
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PROGRAMS: Microsoft Excel 2016, Office 2016 Integration
INFORMATION TECHNOLOGY 2 CAN BE TAKEN FOR THREE COLLEGE CREDITS!!

GRADING:

All students must come to class prepared to work with materials necessary for the unit that is currently being covered. A pencil or pen must be brought to class, as well as any other materials that are required for any particular unit.

Topics covered:

Database

Design
Format
Queries/Filters
Reports

Charting

Design
Format
Various types/colors
Editing

Spreadsheets

Design
Format
Formulas

Integration

Mail merge
Paste/Paste special/Paste link
Document formatting/editing

Marking period grades will be based on the following scale:

A = 90 –100%
B = 80 –89%

C = 70 – 79%
D = 60 – 69%

F = less than 60 %

CHEATING:

Honesty and integrity are **required** in the business world and must be **nurtured** in the classroom. Anyone caught cheating on an assignment will be given a zero (0) for that assignment on the first offense. If a student is caught cheating a second time, the teacher can fail that student for the marking period. Any additional cheating can result in failure for the course for the year.

CLASS CUTS:

School policy dictates that after the first cut, the student will be given a detention. After the second cut, the student's marking period grade is lowered by one letter. After the third cut, the student will receive an F for the marking period.

MICROSOFT CERTIFICATION: Students who wish to work independently toward the end of the year are eligible to take the Microsoft Certification test.