

**INFORMATION TECHNOLOGY 1**  
**MRS. INNOCENTI**  
**jinnocenti@neshaminy.k12.pa.us**

**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.