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INFORMATION TECHNOLOGY 2
MRS. INNOCENTI
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PROGRAMS: Microsoft Excel 2016, Office 2016 Integration and Advanced Skills, Microsoft Access 2016
DUAL ENROLLEMENT: Gwynedd Mercy University, 3 College Credits!
MICROSOFT CERTIFICATION: Certification preparation and testing opportunities!

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 Include:

Advanced Database
- Format
- Edit
- Validation
- Queries/Filters
- Reports
- Subtotals

Advanced Spreadsheets
- Format
- Edit
- Formulas
- Lookup
- What Ifs
- Nested Ifs
- Pivot tables/charts

Charting
- Design
- Format
- Advanced Features
- Editing

Integration
- Mail merge
- Paste/Paste special/Paste link
- Document formatting

ACCESS
- Database design
- Queries
- Forms
- Reports

Marking period grades will be based on the following scale:

A = 90 –100%	C = 70 – 79%
B = 80 –89%	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.