#### C:\Users\woodshc\Desktop\academic logo.jpgInformation Technology 120

**Mrs. Pleadwell**

**Fall 2016**

The goal of this course is to develop more advanced skills in the field of information technology.

It is designed to function with a range of business software but MVHS will focus on the Microsoft Office package. You will review and/or expand your knowledge on the programs you used in BBT 9 (Word, Excel, PowerPoint and Publisher) and learn the basics of a database program (Microsoft Access).

The course will also focus on the use of a web-based program to gain familiarity with cloud computing. Google Drive will be used to create documents, spreadsheets and presentations. Students will be required to set up a Google Account.

Another area of focus is Project Management. Students will learn about, realize the importance of, and apply project management skills throughout the hands-on units (Word Processing, Spreadsheets, Presentations, Desktop Publishing and Presentations.)

**Attendance**: Regular attendance is a must in Information Technology 120. The course is mostly practical in nature, so there will be in-class assignments to be completed on daily basis. It will be **your** responsibility to ensure that you are up-to-date on assignments.

**Evaluation**:

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| --- | --- |
| Word | 15% |
| Excel | 15% |
| PowerPoint | 10% |
| Publisher | 10% |
| Access | 10% |
| Google Drive | 10% |
| Theory and other areas of interest | 20% |
| Class Mark | 10% |

There will be no exam in the course.

Bonus Mark:

**My email address:**

andrea.pleadwell@nbed.nb.ca

Have your parent/guardian email me with your name and his/her contact information before September 30, for a bonus mark.