

Information Technology Applications prepares students to work in the field of information technology. Students demonstrate digital literacy through basic study of computer hardware, operating systems, networking, the internet, web publishing, spreadsheets, and database software. Through a series of hands-on activities, students learn what to expect in the field of information technology and begin exploring career options in that field.

Information Technology Applications is an introductory level Career and Technical Education course applicable to programs of study in information technology as well as other career clusters. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue the Microsoft® Office Specialist certifications in Microsoft Word, Microsoft Excel, and Microsoft Access, as well as IC3 certification.

*This updated course was originally created for Apex Courses and is now available in Courseware.*

Length: One Semester

**Unit 1: Information Technology**

**Unit 2: Computer Hardware and Software**

**Unit 3: Spreadsheets and Databases**

**Unit 4: Information Systems and Networking**

**Unit 5: Exploring the Web**

**Unit 6: Wrap-Up**