

Principles of Information Technology prepares students to succeed in the workplace. Students begin by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software. Students will also be able to demonstrate digital literacy through basic study of computer hardware, operating systems, networking, the Internet, web publishing, spreadsheets and database software.

This course allows students to explore careers in information technology and business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Students will learn what to expect in the field of Information Technology and begin exploring career options in the field. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.

Principles of Information Technology is a full-year introductory Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and 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.

\*Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries.

*This course was originally created for Apex Courses.*

Length: Two Semesters

**Unit 1: Understanding Business Careers**

**Unit 2: Communicating Through Letters and Email**

**Unit 3: Communicating Through Formal Business Documents**

**Unit 4: Communicating Through Presentations**

**Unit 5: Managing Projects**

**Unit 6: Business Applications Wrap-Up**

**Unit 7: Information Technology**

**Unit 8: Computer Hardware and Software**

**Unit 9: Spreadsheets and Databases**



**Unit 10: Information Systems and Networking**

**Unit 11: Exploring the Web**

**Unit 12: Information Technology Applications Wrap-Up**

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