Information Technology Fundamentals 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.

Information Technology Fundamentals 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.

Length: Two Semesters

Unit 1: Understanding Business Careers

- The Culture of Business
- Succeeding at Work
- Your Business Career
- Wrap-Up: Understanding Business Careers

Unit 2: Communicating Through Letters and Email

- Setting the Right Tone
- Business Letters
- Using Email
- Wrap-Up: Communicating Through Letters and Email

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Unit 3: Communicating Through Formal Business Documents

- Formal Business Documents
- Researching a Formal Business Document
- Writing a Formal Business Document
- Art and Visual Support
- Wrap-Up: Communicating Through Formal Business Documents

Unit 4: Communicating Through Presentations

- Presentation Software
- Creating a Presentation
- Delivering the Presentation
- Wrap-Up: Communicating Through Presentations

Unit 5: Managing Projects

- Planning and Organizing Projects
- Managing and Measuring Projects
- Monitoring Project Information
- Wrap-Up: Managing Projects

Unit 6: Business Applications Wrap-Up

Unit 7: Information Technology

- Exploring Information Technology
- Information Technology Careers
- Your IT Career
- Information Technology Wrap-Up

Unit 8: Computer Hardware and Software

- Computer Hardware
- Computer Software
- Troubleshooting Computer Problems
- Understanding Computer Hardware and Software Wrap-Up

Unit 9: Spreadsheets and Databases

- Spreadsheets
- Databases
- Spreadsheets and Databases Wrap-Up

Unit 10: Information Systems and Networking

- Information Systems
- Networking
- Information Systems and Networking Wrap-Up

Unit 11: Exploring the Web

- Using the Internet
- Internet Security, Laws, and Ethics
- Web Page Design

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- Exploring the Web Wrap-Up

Unit 12: Information Technology Applications Wrap-Up

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