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

Length: One semester

UNIT 1: INFORMATION TECHNOLOGY

- Lesson 1: Exploring Information Technology
- Lesson 2: Information Technology Careers
- Lesson 3: Your IT Career
- Lesson 4: Information Technology Wrap-Up

UNIT 2: COMPUTER HARDWARE AND SOFTWARE

- Lesson 1: Computer Hardware
- Lesson 2: Computer Software
- Lesson 3: Troubleshooting Computer Problems
- Lesson 4: Understanding Computer Hardware and Software Wrap-Up

UNIT 3: SPREADSHEETS AND DATABASES

- Lesson 1: Spreadsheets
- Lesson 2: Databases
- Lesson 3: Spreadsheets and Databases Wrap-Up

UNIT 4: INFORMATION SYSTEMS AND NETWORKING

- Lesson 1: Information Systems
- Lesson 2: Networking
- Lesson 3: Information Systems and Networking Wrap-Up

UNIT 5: EXPLORING THE WEB

- Lesson 1: Using the Internet
- Lesson 2: Internet Security, Laws, and Ethics
- Lesson 3: Web Page Design
- Lesson 4: Exploring the Web Wrap-Up

UNIT 6: WRAP-UP

- Lesson 1: Wrap-Up