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.

Length: Two semesters

UNIT 1: UNDERSTANDING BUSINESS CAREERS

LESSON 1: THE CULTURE OF BUSINESS

Study: Business Goals and Standards
Examine business goals, performance standards, and trends that enable businesses to be successful.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Business Goals and Standards
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: What Businesspeople Do
Identify the necessary skills and responsibilities of managers and employees that create effective business environments.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: What Businesspeople Do
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Business Culture
Analyze organizational structures and identify ways to build a positive business culture.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 2: SUCCEEDING AT WORK

Study: Positive Workplace Behaviors
Identify positive workplace behaviors needed for building a successful career.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Positive Workplace Behaviors
LESSON 3: YOUR BUSINESS CAREER

Study: Assessing Strengths and Goals
Explain the importance of developing work-content skills and functional skills.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Assessing Strengths and Goals
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Job Requirements
Examine the technical and people skills that are necessary for most jobs today.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Job Requirements
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Career Self-Assessment
Explore personal skills and strengths while completing a career self-assessment.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: WRAP-UP: UNDERSTANDING BUSINESS CAREERS

Review: Understanding Business Careers
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Understanding Business Careers
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Exploring Business Careers
Conduct a job search based on a desired career path.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL

LESSON 1: SETTING THE RIGHT TONE
Study: Standards for Business English
Identify business communication standards, especially for written documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Standards for Business English
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Applying Standards to a Business Document
Create and edit various types of business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: BUSINESS LETTERS

Study: Uses of Business Letters
Identify the purpose and features of personal and professional business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Uses of Business Letters
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Setting Up a Business Letter
Examine word processing functions and file categorizations relevant to formatting business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Setting Up a Business Letter
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Writing Effective Messages
Identify the steps for producing effective and properly formatted business letters.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Business Letters
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Writing a Business Letter
Draft a business letter based on a scenario.
Duration: 1hr Scoring: 40 points

LESSON 3: USING EMAIL

Study: Elements of Email Messages
Identify the purpose and the process of writing business emails.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Elements of Email Messages
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Sending and Managing Messages
Explore email software features and the process of sending emails.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sending and Managing Messages
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Organizing Email
Practice using all the steps required to organize a full email inbox.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: WRAP-UP: COMMUNICATING THROUGH LETTERS AND EMAIL

Review: Writing Letters and Email
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Writing Letters and Email
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Communicating with Coworkers
Write email messages in response to a business scenario.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

LESSON 1: FORMAL BUSINESS DOCUMENTS

Study: Using Formal Business Documents
Identify the purpose of writing formal business documents in business.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Formal Business Documents
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Formal Business Documents
Describe the use of formal documents to achieve business goals.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: RESEARCHING A FORMAL BUSINESS DOCUMENT

Study: Sources of Information
Identify reliable primary and secondary source material.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sources of Information
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Appropriate Information Sources
Analyze the effectiveness of various sources of information.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Citing Sources
Explain how to properly cite sources in formal business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Citing Sources
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 3: WRITING A FORMAL BUSINESS DOCUMENT

Study: Organizing Your Message
Explore ways to effectively organize the content of formal business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Organizing Your Message
Take a quiz to assess your understanding of the material.
Checkup: Outlining a Formal Business Document
Draft and organize a business proposal.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Writing Your Content
Identify the process of writing formal business documents using word processing software.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Writing Your Content
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Formatting Your Formal Business Document
Apply the elements of formatting to business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Formatting Your Formal Business Document
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Creating Efficiency in Business Documents
Use a template to create and format a formal business document.
Duration: 1 hr Scoring: 40 points

LESSON 4: ART AND VISUAL SUPPORT

Study: Inserting Graphics and Tables
Describe the types and uses of various graphics in business documents.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Inserting Graphics and Tables
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Visuals in Business Documents
Determine the effectiveness and appropriateness of visuals in business documents.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 5: WRAP-UP: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

Review: Writing Formal Business Documents
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Writing Formal Business Documents
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Writing Formal Business Documents
Write a proposal to address a business scenario and include outside sources.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 4: COMMUNICATING THROUGH PRESENTATIONS

LESSON 1: PRESENTATION SOFTWARE

Study: Elements of a Slide Presentation
Explain the purpose of a slide presentation and identify its main components.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Elements of a Slide Presentation
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Effective Use of Slide Presentations
Explore ways to create an effective slide presentation.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Effective Use of Slide Presentations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Slide Presentations
Analyze the components of slide presentations.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 2: CREATING A PRESENTATION

Study: Slides, Text, and Graphics
Identify ways to create and edit a slide's text and visuals.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Slides, Text, and Graphics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Enhancing the Presentation
Identify ways to enhance slide presentations using multimedia elements.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Enhancing the Presentation
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Critiquing Slide Presentations
Analyze various slides to identify text and image errors.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 3: DELIVERING THE PRESENTATION

Study: Oral Presentations
Describe the steps to prepare for an oral presentation and how to share the presentation files.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Oral Presentations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Evaluating Oral Presentations
Analyze the effectiveness of presentations.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 4: WRAP-UP: COMMUNICATING THROUGH PRESENTATIONS

Review: Creating Presentations
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Creating Presentations
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Creating a Business Presentation
Create and present a slide presentation.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 5: MANAGING PROJECTS

LESSON 1: PLANNING AND ORGANIZING PROJECTS

Study: All Projects Great and Small
Identify the phases and requirements of a project.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: All Projects Great and Small
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Creating a Project Schedule
Draft a project plan and analyze a business project scenario.
Duration: 0 hrs 40 mins Scoring: 30 points

Study: Leading a Team
Identify the skills needed to lead a project team.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Leading a Team
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 2: MANAGING AND MEASURING PROJECTS

Study: Tools for Project Management
Identify strategies and tools needed to effectively manage business projects.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Tools for Project Management
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Measuring Project Performance
Describe how to monitor a business project using measurement standards.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Measuring Project Performance
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Recommending Time Management Strategies
Identify project management tools to use to reduce problems in potential projects.
Duration: 0 hrs 40 mins Scoring: 30 points

LESSON 3: MONITORING PROJECT INFORMATION

Study: Sharing Information and File Security
Evaluate means of storing and sharing information in a business setting.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Sharing Information and File Security
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Securing Project Information
Examine the various methods of information protection used in a business setting.
Duration: 0 hrs 40 mins Scoring: 0 points
LESSON 4: WRAP-UP: MANAGING PROJECTS

Review: Managing Projects
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Managing Projects
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Evaluating Project Teamwork
Evaluate the effectiveness of a fictional team that has completed a project.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 6: BUSINESS APPLICATIONS WRAP-UP

LESSON 1: BUSINESS APPLICATIONS WRAP-UP

Review: Business Applications Wrap-Up
Prepare for the end-of-semester exam by reviewing key concepts and skills.
Duration: 0 hrs 45 mins Scoring: 0 points

Exam: Business Applications Wrap-Up
Take a computer-scored exam to assess what you have learned in previous units.
Duration: 1 hr Scoring: 120 points

UNIT 7: INFORMATION TECHNOLOGY

LESSON 1: EXPLORING INFORMATION TECHNOLOGY

Study: You and the World of Information Technology
Examine information technology and its impact on business and society.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: What Can Information Technology Do for You?
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Emerging Technologies
Explore how emerging technologies impact business and society.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Emerging Technologies
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Comparing Emerging Technologies
Compare and contrast various emerging technologies, including their impact on society and how they are evaluated.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: INFORMATION TECHNOLOGY CAREERS

Study: IT Career Opportunities
Identify information technology career clusters and occupations.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: IT Career Opportunities
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: IT Career Requirements
Examine job requirements for a variety of information technology careers.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: IT Career Requirements
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Exploring IT Careers
Research a variety of information technology careers.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 3: YOUR IT CAREER

Study: Creating a Plan
Identify the purpose of a personal growth plan in the information technology industry.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Creating a Plan
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Career Portfolio
Explain how to create a career portfolio.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Career Portfolio
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: IT Career Self-Assessment
Explore personal skills and aptitudes while completing an IT career self-assessment.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: INFORMATION TECHNOLOGY WRAP-UP

Review: Understanding Information Technology
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Understanding Information Technology
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Creating a Career Portfolio
Create an electronic career portfolio.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 8: COMPUTER HARDWARE AND SOFTWARE

LESSON 1: COMPUTER HARDWARE

Study: The Microcomputer
Explore the modern computer and its hardware components.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: The Microcomputer
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Computer Peripherals
Explain the use of computer peripherals.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Computer Peripherals
Take a quiz to assess your understanding of the material.
LESSON 2: COMPUTER SOFTWARE

Study: Operating Systems
Explore the purpose and history of computer operating systems.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Operating Systems
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: What Is Application Software?
Identify computer software components.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: What Is Application Software?
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Operating Systems and Application Software
Identify operating system and application software components.
Duration: 0 hrs 40 mins Scoring: 40 points

Study: Appropriate Use of Application Software
Identify the appropriate uses of various software applications.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Appropriate Use of Application Software
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Comparing Application Software
Compare various application software.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: File Management
Explore file management.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: File Management
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

LESSON 3: TROUBLESHOOTING COMPUTER PROBLEMS

Study: Maintaining and Troubleshooting Computer Hardware
Describe ways to maintain and troubleshoot computer hardware.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Maintaining and Troubleshooting Computer Hardware
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Maintaining and Troubleshooting Computer Software
Describe ways to maintain and troubleshoot computer software.
Duration: 0 hrs 40 mins Scoring: 0 points
Quiz: Maintaining and Troubleshooting Computer Software
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Computer Maintenance and Troubleshooting
Apply troubleshooting strategies to computer hardware problems.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 4: UNDERSTANDING COMPUTER HARDWARE AND SOFTWARE WRAP-UP

Review: Understanding Computer Hardware and Software
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Understanding Computer Hardware and Software
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Analyzing Application Software
Use application software in response to a business-related scenario.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 9: SPREADSHEETS AND DATABASES

LESSON 1: SPREADSHEETS

Study: Spreadsheet Basics
Describe the components and features of spreadsheets.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Spreadsheet Basics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using Spreadsheets
Use a spreadsheet to perform mathematical processes.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Using Spreadsheets in Business
Explain the processes for using spreadsheet software in a business setting.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Using Spreadsheets in Business
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Solving Business Problems with Spreadsheets
Use a spreadsheet to perform business-related tasks.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: DATABASES

Study: Database Basics
Describe the components and features of database software.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Database Basics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Using Databases to Solve Business Problems
Explain the processes for using database software in a business setting.
 Quiz: Using Databases to Solve Business Problems
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using Databases
Use a database to find and organize information.
Duration: 0 hrs 40 mins Scoring: 0 points

LESSON 3: SPREADSHEETS AND DATABASES WRAP-UP

Review: Using Spreadsheets and Databases
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

Test (CS): Using Spreadsheets and Databases
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

Project: Creating a Spreadsheet and Database
Use a spreadsheet and database to complete a business process.
Duration: 2 hrs 30 mins Scoring: 100 points

UNIT 10: INFORMATION SYSTEMS AND NETWORKING

LESSON 1: INFORMATION SYSTEMS

Study: Information Systems and Business Planning
Identify the purpose of information systems in business planning.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Information Systems and Business Planning
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Study: Information Systems and Business Operations
Identify the purpose of information systems in business strategies and operations.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Information Systems and Business Operations
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Using Information Systems
Use information systems for business planning, strategies, and operations.
Duration: 0 hrs 40 mins Scoring: 40 points

LESSON 2: NETWORKING

Study: Network Basics
Explore the purpose and components of networks in the business environment.
Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Network Basics
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Analyzing Networks
Identify features and components of networks.
Duration: 0 hrs 40 mins Scoring: 0 points

Study: Network Troubleshooting
Identify network troubleshooting strategies.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Network Troubleshooting**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Troubleshooting**
Apply network troubleshooting strategies.
Duration: 0 hrs 40 mins Scoring: 40 points

**LESSON 3: INFORMATION SYSTEMS AND NETWORKING WRAP-UP**

**Review: Understanding Information Systems and Networking**
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): Understanding Information Systems and Networking**
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

**Project: Analyzing Information Systems and Networks**
Analyze the use of information systems and networks in a business scenario.
Duration: 2 hrs 30 mins Scoring: 100 points

**UNIT 11: EXPLORING THE WEB**

**LESSON 1: USING THE INTERNET**

**Study: The Internet**
Explore the history of the Internet.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: The Internet**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Navigating the Internet**
Use the Internet to complete tasks.
Duration: 0 hrs 40 mins Scoring: 0 points

**Study: Internet Search Strategies**
Identify effective Internet search strategies.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Internet Search Strategies**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Using Internet Search Strategies**
Apply effective Internet search strategies.
Duration: 0 hrs 40 mins Scoring: 40 points

**LESSON 2: INTERNET SECURITY, LAWS, AND ETHICS**

**Study: Internet Security and Law**
Explore Internet security, legal, and ethical issues.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Internet Security and Law**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points
**Study: Ethical Internet Use**
Identify issues of copyright and intellectual property as they relate to ethical Internet use.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Ethical Internet Use**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Exploring Internet Law and Ethics**
Analyze legal and ethical issues of using the Internet.
Duration: 0 hrs 40 mins Scoring: 40 points

**LESSON 3: WEB PAGE DESIGN**

**Study: Web Page Basics**
Identify the components of a web page.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Web Page Basics**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Understanding HTML**
Explain how to use HTML to create web pages.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Understanding HTML**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Using HTML**
Use HTML to create a web page.
Duration: 0 hrs 40 mins Scoring: 0 points

**Study: Enhancing Web Pages**
Explore ways to enhance web page design.
Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Enhancing Web Pages**
Take a quiz to assess your understanding of the material.
Duration: 0 hrs 20 mins Scoring: 30 points

**LESSON 4: EXPLORING THE WEB WRAP-UP**

**Review: Exploring the Web**
Prepare for the unit test by reviewing key concepts and skills.
Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): Exploring the Web**
Take a computer-scored test to assess what you have learned in this unit.
Duration: 0 hrs 40 mins Scoring: 60 points

**Project: Creating a Website**
Create web pages to produce an effective website.
Duration: 2 hrs 30 mins Scoring: 100 points

**UNIT 12: INFORMATION TECHNOLOGY APPLICATIONS WRAP-UP**

**LESSON 1: INFORMATION TECHNOLOGY APPLICATIONS WRAP-UP**

**Review: Information Technology Applications**
Prepare for the end-of-semester exam by reviewing key concepts and skills.
Exam: Information Technology Applications
Take a computer-scored exam to assess what you have learned in previous units.

Duration: 1 hr  Scoring: 120 points