

Department(s):	Career Technical Education
District Sites:	All sites
Board of Trustees COS Adoption Date:	
Textbooks / Instructional Materials:	N/A
Funding Source:	General
Board of Trustees Textbook Adoption Date:	N/A

Definitions

CALPADS	California Longitudinal Pupil Achievement Data System
CTE Technical Prep	A course within a CTE technical career pathway or program that has been articulated with a postsecondary education or through an apprenticeship program of at least 2 years following secondary instruction.
Instructional Level Code	Represents a nonstandard instructional level at which the content of a specific course is either above or below a 'standard' course instructional level. These levels may be identified by the actual level of instruction or identified by equating the course content and level of instruction with a state or nationally recognized advanced course of study, such as IB or AP.
Instructional Level Honors, UC Certified	Includes all AP courses.
Instructional Level Honors, non UC Certified	Requires Board approval.
Instructional Level College	Includes ACE courses. Equivalent to college course and content, but not an AP course. Not related to section, but to course.

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

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Study: Ethical Standards

Describe ways in which businesses can perform duties ethically and legally.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Ethical Standards

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

Practice: Analyzing Business Ethical Dilemmas

Discuss ethical dilemmas in workplace scenarios.

Duration: 0 hrs 40 mins Scoring: 30 points

Study: Teamwork

Explain the importance of teamwork in business.

Duration: 0 hrs 40 mins Scoring: 0 points

Quiz: Teamwork

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

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

Checkpoint: 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: 1 hr 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.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkpoint: 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.

Duration: 0 hrs 20 mins Scoring: 30 points

Checkup: Using Computer Peripherals

Use computer peripherals to complete tasks.

Duration: 0 hrs 40 mins Scoring: 0 points

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

Checkpoint: 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

Checkpoint: 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.

Duration: 0 hrs 40 mins Scoring: 0 points

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.

Duration: 0 hrs 45 mins Scoring: 0 points

Exam: Information Technology Applications

Take a computer-scored exam to assess what you have learned in previous units.

Duration: 1 hr Scoring: 120 points