Course: Introduction to Information Technology: 82073100

Credit for Graduation: Elective Credit 1.0

Pre-requisite: Desire to learn about necessary computer functions and become proficient in Microsoft Office Word, PowerPoint, and Excel.

Description:	**Expectations:**
This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society.	The Microsoft Certification program is designed to prepare students to take and pass MS Office Specialist Certification Exams. Students will learn to complete high quality work in Word, Excel and PowerPoint. They will be challenged to use new techniques and their creativity, hobbies and interests to create original projects similar to those they might be expected to in high school, college, work and their personal life. An elective credit may be earned and an opportunity to become a Microsoft certified specialist which looks great on resumes, work and college applications.

Resources/Materials: Gmetrix training software

Website: