

Design Information Technology

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. Digital Information Technology includes the exploration and use of: databases, spreadsheets, presentation applications, word processing and document manipulation.

Students have an opportunity to earn Microsoft Office Specialist (MOS) certifications. A MOS certification is for those students looking to demonstrate proficiency in one or more Office programs. Students earning MOS certifications differentiate themselves as proven experts in Office skills.