



General Course Information

Course Name: Business and Information Technologies	
Department: Technology Literacy	Grade Level(s): 7th
Duration/Credits: 1 semester	Prerequisites
BOE Approval Date:	Course Code
Course Description:	
<p>BIT: In this project-based course, students will master technology and internet skills to prepare them for high school and beyond. Using Microsoft Office, the Google Suite, and other digital tools, students will explore word processing, spreadsheet, and presentation softwares, along with digital design concepts for academic and business uses.</p>	
Course Rationale:	
<p>Technology and business are changing our world, and Business and Information Technologies will prepare students to be global citizens and effective communicators.</p>	
Course Objectives:	
<p>The student will develop the skills needed to use software applications effectively.</p> <p>The student will explore real-world examples of the legal and ethical issues of internet and social media use, and the sharing of personal information.</p> <p>The student will develop effective written and visual digital communication skills.</p> <p>The student will use online research skills to find and evaluate resources.</p>	
Standards Alignment:	
<p>ISTE Standards for Students</p>	

