How to Teach Digital Information Technology with Business&ITCenter21

Teachers in Florida are always looking for the best ways to teach Digital Information Technology (DIT).

But where do you start? Even with the list of framework standards, it’s a challenge to lay out a curriculum that meets the requirements — especially if you’re a new teacher!

In this document, you’ll find a recommended 36-week course sequence to teach DIT using the digital curriculum Business&ITCenter21.

Keep in mind that Business&ITCenter21 can be used either as a primary or supplemental resource in your classroom, depending on your unique needs. Even with a digital curriculum, you may still need outside resources to fully meet Florida DIT standards.

Week 1: Classroom Expectations
Week 2: Internet Safety and Ethics
Week 3: Computing Systems, Networks, and the Internet
Week 4: Search for, Evaluating, and Using Information
Week 5: Introduction to Microsoft Applications
Weeks 6-9: Working with Word
Weeks 10-13: Using Microsoft Excel
Weeks 14-17: Preparing Presentations
Week 18: Integrating the Office Applications
Week 19: Work on Communication Skills
Weeks 20-31: HTML and Programming Projects *
Weeks 32-33: Professionalism and Management
Week 34: Career Development
Weeks 35-36: How to Get the Job

*If your students take Microsoft Office Specialist certification exams, consider cutting back on the amount of time spent on HTML and programming projects in order to spend more time helping your students prepare for these exams.
Week 1: Classroom Expectations

**Course Standard**: *Introductory Material*

**Business&ITCenter21 Module**: Digital Responsibility

In the Digital Responsibility module, students learn about the impact of digital distractions and the importance of staying on task. While the topics covered in the Digital Responsibility module do not align with a specific standard in the DIT framework, we believe that starting your course with this module is a great way to ease into the content.

When using a curriculum system like Business&ITCenter21, discussing this type of information can be a huge benefit in your classroom. Have your students complete the Online Learning Agreement Consent form from the module so they agree to uphold positive online learning behaviors during the year.

Along with the Digital Responsibility module, you will need to provide some of your own materials this week, such as classroom rules, your syllabus, instructions on using classroom equipment, and instructions for accessing Business&ITCenter21.

Week 2: Internet Safety and Ethics

**Course Standards Met**: 01.07, 03.03, 09.01, 11.04

**Business&ITCenter21 Module**: Digital Citizenship

In the Digital Citizenship module, students learn about personal responsibilities relating to respectful and ethical behavior with digital resources. It includes specific lessons on personal and workplace digital communications, cyberbullying, and digital footprints.

This module includes 7 lessons, 3 activities, 1 project, 3 quizzes, and 1 module test.

In this module, students will:
- Understand ethical issues associated with computers
- Identify risks such as scams and online predators
- Demonstrate awareness of ethical uses of technology
- Describe appropriate use of social networking sites

Along with the digital lessons for students, you can also use extra resources like the introductory and reinforcement activities.

Depending on how in-depth you want to be about these topics, you may need to supplement your lessons with other resources to fill a full week of classes.
Week 3: Computing Systems, Networks, and the Internet

Course Standards Met: 01.02, 01.05, 01.07, 02.01, 03.01, 03.02, 03.03, 07.01, 10.02, 10.03, 12.01

Business&ITCenter21 Module: Computing Systems

In the Computing Systems module, students learn about computer fundamentals like input, processing, output, hardware, software, data, data storage, operating systems, and network computing. They also learn how to safely use computers, web browsers, and email.

This module includes 9 lessons, 3 activities, 1 project, 3 quizzes, and 1 module test.

In this module, students will:

● Describe current computer technology and how it impacts society
● Understand information processing and data storage
● Learn about operating systems and networks
● Practice file management skills
● Learn about web browsers and email
● Explore safe computing
● Describe information technology terminology

It's smart to start this week with the Computing Systems Matching Game activity, which you will see in the Explore section of the in-app catalog.

This activity is a great way to introduce students to the topic and help you gauge the current level of knowledge each student has.

For this week, the Computing Systems module will fill a good amount of class time. You may need to supplement the lessons with a few extras, depending on how you want to run your class.
Week 4: Searching for, Evaluating, and Using Information

**Course Standards Met:** 03.02, 10.01, 10.02, 10.03, 10.04, 10.06

**Business&ITCenter21 Module:** Web Research

In the Web Research module, students learn how the Internet works. They also learn about methods for ethically finding, evaluating, and using information.

This module includes 10 lessons, 3 activities, 1 project, 3 quizzes, and 1 module test.

In this module, students will:
- Identify and use search engines and search tools
- Practice customizing a browser
- Practice using bookmarks
- Understand Universal Resource Locators (URLs)
- Evaluate information found online
- Learn about using information ethically
- Define and understand copyright

While the Web Research module covers a lot of content for this week, you will need to pull a few extra resources in to fully cover all of the standards listed.

Week 5: Introduction to Microsoft Office Applications

**Course Standards Met:** 01.04, 01.10

**Business&ITCenter21 Modules:** Getting Started with Microsoft Office

**Bonus Module:** Google Apps Fundamentals

The Getting Started with Microsoft Office module is a great way to introduce Microsoft Office applications to your students, especially if they aren’t very familiar with them.

In this module, students learn the purpose of each Microsoft Office application. They also spend time practicing basic functions in each application.

This module includes 10 lessons, 2 quizzes, and 1 module test.

In this module, students will:
- Understand which application works best for a specific situation
- Learn about working with files and folders
- Learn about common features in Microsoft Office applications
- Understand how to navigate and get help in the applications

When students go through this module, they prepare for the weeks ahead where they will work with specific Microsoft Office applications.
Along with the Getting Started with Microsoft Office module, you may need extra activities or supplemental resources to fill this week.

One way to do this is with the Google Apps Fundamentals as a bonus module.

If you want to use the Google Apps modules in later weeks, make sure your students first go through this module to learn the basics of Google Apps like they did with Microsoft Office Applications.

**Weeks 6-9: Working with Word**

**Course Standards Met:** 04.01, 04.03, 04.04, 04.05, 04.06, 04.07, 14.03

**Business&ITCenter21 Modules:** Word 1: Essentials, Word 2: Fundamentals, Word Skills Project

**Bonus Module:** Google Docs Fundamentals

In weeks 6-9, you will use a combination of three modules to teach Microsoft Word.

We recommend using them in the order listed above, as each one builds on knowledge learned in the previous module. This is important if you want your students to complete the overarching “Who’s Who” project, which is a group of interrelated tasks.

In the Word Essentials module, students learn the basics of Word such as opening files, saving files, typing, formatting text, editing, and reviewing.

The module includes 6 lessons, 1 project, 2 quizzes, and 1 module test.

In this module, students will:

- Understand uses of Microsoft Word
- Learn about features within Microsoft Word
- Enter and format text
- Use editing and reviewing tools
- Write a formal letter

While your students may finish the lessons, quizzes, and module test at varying times, all students should complete the work in this module before you move onto the next one, if possible.

Next, use the Microsoft Word Fundamentals module to teach your students about Microsoft Word at a more in-depth level.

In the Word Fundamentals module, students learn about creating tables, formatting lists, altering paragraphs, and citing sources using MLA guidelines.

The module includes 9 lessons, 1 project, 3 quizzes, and 1 module test.
In this module, students will:

- Format content within a document
- Plan, create, and enter information into tables
- Apply references
- Use MLA formatting
- Apply the writing process to create a document

Depending on how you plan your syllabus, this might be as far as your students get by the end of week 8 for mandatory completion.

Some teachers choose to use the Microsoft Word Skills Project module as extra credit or supplemental work for students who finish other work early. Other teachers plan their syllabus for all students to do the project module during weeks 8 and 9.

In the Word Skills Project module, students create a document based on a topic they choose. Once their documents are complete, they can peer review, add elements to their project, and enhance the document. Students perform a final edit and publish the document as a PDF.

Because the module is project-based it is laid out a bit differently than the previous Word modules.

The module includes 13 lessons, 1 project enhancement challenge, 3 quizzes, and 1 module test.

In this module, students will:

- Format content in a document
- Create and manipulate tables
- Insert shapes and textboxes
- Proofread documents
- Apply the writing process to create a document

If you choose to not use the Microsoft Word Skills Project, you could supplement week 8 with a bonus module: Google Docs Fundamentals.

The Google Docs Fundamentals module is a Google Apps version of the Microsoft content. It has the same basic information, but it’s related to Google Docs.

Some teachers like to mix the Google Docs Fundamentals module into week 9 to give students an opportunity to learn about the online equivalent of Microsoft applications. This is a great idea since your students may need to know how to use Google Docs later in their education or career.
Weeks 10-13: Using Microsoft Excel

**Course Standards Met:** 06.01, 06.02, 06.03, 60.04, 06.05, 06.06, 06.08

**Business&ITCenter21 Modules:** Excel 1: Essentials, Excel 2: Fundamentals, Excel Skills Project

**Bonus Module:** Google Sheets Fundamentals

In weeks 10-13, you will use a combination of the three Microsoft Excel modules.

They work best when presented in the order listed above, as each one builds on knowledge learned in the previous module. This is important if you want your students to complete the overarching “Who’s Who” project, which is a group of interrelated tasks at the end.

In the Excel Essentials module, students learn the basics of Excel such as cells, rows, columns, formulas, functions, and formatting.

The module includes 10 lessons, 1 project, 2 quizzes, and 1 module test.

In this module, students will:
- Navigate a worksheet
- Create and manipulate cell data
- Format cells
- Use cell references
- Apply formulas and functions

While your students may finish the lessons, quizzes, and module test at varying times, students tend to succeed most when they all complete the work before you move onto the next module.

Next, use the Microsoft Excel Fundamentals module to teach students more about Microsoft Excel.

In the Excel Fundamentals module, students learn relative cell references, absolute cell references, common functions, and detailed formatting.

The module includes 5 lessons, 1 project, 2 quizzes, and 1 module test.

In this module, students will:
- Use relative and absolute cell references
- Apply autofill
- Use the IF function
- Apply conditional formatting
- Make a spreadsheet more visually appealing

Depending on how you plan your syllabus, this might be as far as your students get with Excel by the end of week 12 for mandatory completion. Since Excel is a harder application to learn than Word, students tend to take longer to catch onto the more detailed features.
After these two modules, some teachers choose to use the Microsoft Excel Skills Project module as an extra credit opportunity or as supplemental work for the students who work faster than others. Sometimes, teachers plan their syllabus for all students to do the project module during weeks 12 and 13 as a requirement.

In the Excel Skills Project module, students complete several hands-on activities based on a scenario of helping a local sports club determine profits from their food stand. This module is designed to provide a deeper understanding of Excel to make sure students can use it from scratch.

Because this module is project based, it is longer and more detailed than the previous modules.

The module includes 23 lessons, 1 activity, 4 quizzes, and 1 module test.

In this module, students will:
● Import data
● Format cells and worksheets
● Create and modify charts
● Analyze and organize data with filters and sorting
● Use functions and formulas
● Create a What-If analysis

If you choose to not use the Microsoft Excel Skills Project, you could supplement week 13 with a bonus module: Google Sheets Fundamentals.

The Google Sheets Fundamentals module is the Google Apps version of the Excel Fundamentals module. It has the same basic information, but it’s all about Google Sheets.

Some teachers like to introduce students to Google Sheets as an alternative to Excel, especially since it allows collaboration and simultaneous use. While Sheets doesn’t have as many robust features, your students may need to use Google Sheets at some point later in their education or career. Knowing the basics of Google Sheets can really help your students in the long run!
Weeks 14-17: Preparing Presentations

Course Standards Met: 05.01, 05.02, 05.03, 05.06, 05.07


Bonus Module: Google Slides Fundamentals

In weeks 14-17, you will use a combination of the three Microsoft PowerPoint modules.

It’s important to use these modules in order because each one builds on the previous. This also helps students complete the overarching “Who’s Who” project, which is a group of interrelated tasks for students to complete.

Use the Microsoft PowerPoint Essentials module as a starting point in week 12.

In the PowerPoint Essentials module, students learn the basics of PowerPoint such as themes, templates, and presentations.

The module includes 7 lessons, 1 project, 2 quizzes, and 1 module test.

In this module, students will:
● Create presentations
● Adjust PowerPoint views
● Use slide layouts
● Insert text boxes and images
● Add shapes and WordArt

Your students may finish the lessons, quizzes, and module test at different times, but courses usually run smoothest when every student can work up to a particular point before taking on the next chunk of information. That’s why it’s best for students to complete the full module before moving onto the next one.

In the PowerPoint Fundamentals module, students learn how to create effective presentations that are interesting, engaging, and functional.

The module includes 5 lessons, 1 project, 2 quizzes and 1 module test.

In this module, students will:
● Learn what makes a presentation effective
● Create presentations
● Add graphics and audio to slides
● Add bullets and text boxes to slides
● Use slide notes
Depending on how your plan your syllabus, this might be as far as your students get by the end of week 16. Since PowerPoint involves more creativity, some teachers want students to take their time with the Essentials and Fundamentals projects so that they get the basics down firm.

That’s why some teachers choose to use the Microsoft PowerPoint Skills Project module as extra credit or supplemental work for students who finish early. But other teachers plan their syllabus for all students to do the project module during weeks 16 and 17 to cover more ground.

The best choice for you depends on your needs as a teacher.

In the PowerPoint Skills Project module, students create a presentation from scratch. They select a topic, define objectives, and build a presentation following a defined process.

Because this module is project-based, it goes much more in-depth than previous modules.

The module includes 16 lessons, 1 project enhancement challenge, 3 quizzes, and 1 module test.

In this module, students will:

● Plan a presentation
● Develop a theme
● Build slides and add elements
● Animate objects
● Add slide transitions
● Review and revise the presentation

If you choose to not use the Microsoft PowerPoint Skills Project, you could supplement week 14 with a bonus module: Google Slides Fundamentals.

The Google Slides Fundamentals module is the Google equivalent of the PowerPoint Fundamentals module.

Some teachers like to introduce students to Google Slides as an alternative to PowerPoint so students get a feel for different presentation options. It’s best for students to know how to use both applications, especially since Google Slides is growing in popularity as a tool.
Week 18: Integrating the Office Applications

Course Standards Met: 05.06

Business&ITCenter21 Module: Integration Skills Project

The Integration Skills Project module teaches students to share information among Microsoft Office applications. This skill is often overlooked, but it can be invaluable in certain career paths.

This project-based module requires your students to combine their knowledge of Word, Excel, and PowerPoint to complete the work.

This module includes 5 lessons and 1 quiz.

There is no module test, as the final assessment for the module is based on the projects your students create.

In this module, students will:
  ● Understand different integration methods
  ● Copy and paste information between applications
  ● Link information between applications
  ● Embed information into a PowerPoint presentation

This module is a great way to wrap up the portion of your course dedicated to Microsoft Office.

We suggest you encourage students to review the other Microsoft Office modules if they feel they need a refresher, especially the modules you covered earliest in the year.

Week 19: Work on Communication Skills

Course Standards Met: 04.01, 14.02

Business&ITCenter21 Modules: Business Communication, Written Communication

Week 16 is a good time to give students a break from projects. Instead, you can teach soft skills like good communication.

Start out with the Business Communication module to teach your students the basics and follow up with the Written Communication module.

In the Business Communication module, students learn the principles of communication, including verbal, nonverbal, and collaboration skills.

The module includes 8 lessons, 4 activities, 3 quizzes, and 1 module test.
In this module, students will:
- Learn about good communication skills
- Learn about types of communication
- Learn to improve their communication abilities
- Determine their own communication style
- Understand effective collaboration
- Learn to conduct a meeting

We suggest you start this week with the Business Communication Scenarios activity, which is in the Explore section of the in-app module catalog.

This activity is ideal for introducing communication and gauging the current level of knowledge each student has.

Next, students can go through the Written Communication module.

In the Written Communication module, students learn how to write effective business letters and emails.

The module includes 8 lessons, 3 activities, 2 quizzes, and 1 module test.

In this module, students will:
- Learn techniques for creating effective written communication
- Identify appropriate written communication samples
- Properly format business emails and letters

Depending on how you lay out your syllabus for week 19, you may feel pressed for time to complete every lesson. If that's the case, some teachers opt out of using Unit 3 - Writing Your Own Communications to cut back.

The unit is project-based, so you can remove it without compromising your students’ understanding. Some teachers also choose to have students complete Unit 3 - Writing Your Own Communications outside of class time as an extra project to reinforce learning.
Weeks 20-31: HTML and Programming Projects

Course Standards Met: Various standards under 11.0 and 13.0

Business&ITCenter21 Modules: None Provided

Recommended Resources: code.org, Khan Academy, Codecademy

Programming — also called coding — is an essential skill for today’s youth. They’re surrounded by technology 24/7, and your classroom is no exception.

While there’s no Business&ITCenter21 module that you can use for coding, you do have a lot of different topics to turn into lessons:

- Basics of web page design
- Color theory relating to web page design
- How to create and enhance web pages
- An introduction to computer languages
- Basic functions of WYSIWYG editors
- Basic functions of HTML editors

You can also incorporate a number of high-quality, free resources to get your students hands-on experience.

Try one of our recommended resources to have students complete work in these areas. These programs are used in thousands of classrooms like yours, and they’re proven to help students learn how to program!

Weeks 32-33: Professionalism and Management

Course Standards Met: 09.01, 09.02, 09.03, 09.04, 14.02, 14.04

Business&ITCenter21 Modules: Professionalism, Management

As you begin wrapping up the semester, you can switch gears again to teach your students soft skills that are important career readiness skills.

Start out with the Professionalism module to provide an overview of workplace behavior and follow it up with the Management module to round out students’ skillset.

In the Professionalism module, students learn about the appropriate appearance, personal characteristics, and traits belonging to successful employees.

The module includes 8 lessons, 4 activities, 3 quizzes, and 1 module test.
In this module, students will:

- Learn about appropriate dress and personal care
- Learn the importance of time management
- Apply a problem-solving method
- Understand conflict resolution strategies
- Demonstrate effective leadership skills

Next, instruct students to go through the Management module.

In the Management module, students learn about the fundamental functions of a manager, characteristics of a good manager, and how to manage business situations.

The module includes 8 lessons, 4 activities, 3 quizzes, and 1 module test.

In this module, students will:

- Identify characteristics of a good manager
- Understand how decisions can affect the team and company
- Learn about basic functions of management
- Learn how to ethically manage difficult situations

Depending how quickly your students work through these two modules, you may need to supplement week 33 with a few extra activities.

Week 34: Career Exploration & Development

Course Standards Met: 08.01, 08.02, 08.04, 08.05

Business&ITCenter21 Module: Career Development

Many teachers find career exploration is a great way to bring their course to a close.

In the Career Development module, students learn about the career planning process and resources they can use to develop a career plan.

The module includes 11 lessons, 3 activities, and 2 quizzes.

There is no module test, as this module is more focused on students completing the Career Plan and Occupation Research documents.

In this module, students will:

- Understand the importance of career planning
- Analyze themselves and identify possible career choices
- Use resources to learn more about those careers
- Identify necessary qualifications for their career choices
- Develop SMART goals

You and your students are now at the home stretch -- one more module to go!
Weeks 35-36: How to Get the Job

Course Standards Met: 08.03

Business&ITCenter21 Module: Job Seeking Skills

In week 34, your students learned about potential careers. So why not end the course by teaching them how to get that career?

In the Job Seeking Skills module, students learn about the tasks involved in finding, getting, and resigning from a job.

The module includes 6 lessons, 5 activities, 2 quizzes, and 1 module test.

In this module, students will:
- Learn how to search and apply for jobs
- Complete an application
- Complete a resume
- Describe how to prepare for an interview
- Identify parts of a follow-up letter
- Write a letter of resignation

If you only choose one module to use in its entirety, make it this module! You’ll end your school year on a high point as students go through role-playing, scenarios, and discussions about how they can land the job of their dreams.