

Digital Applications

This course is designed for secondary school students to develop real-life, outcome-driven approach skills for digital citizenship, basic computer operations, keyboarding, application software (word processing, spreadsheets, multimedia applications, databases), and career exploration. This course promotes skills that can be applied across the curriculum and offers preparation relevant to 21st century skills and postsecondary education. Students who successfully complete this course may be eligible for a rigorous and relevant industry certification examination. Student skills may be enhanced by participation in work-based learning activities and/or the Future Business Leaders of America (FBLA).

Note: This course may be offered to middle school students for high school credit if approved by the local school division. The industry certification does not apply to middle school. The tasks contained in the Digital Applications framework will correlate with many of the FBLA competitive events. Refer to the [FBLA website](#) for details or to the task-by-task FBLA correlation.

This course was formerly called Computer and Keyboarding Applications.

High School Credits: 1

School Level: High School

Grade: 9, 10, 11, 12

Prerequisites:

No prerequisites. Can be followed by CIS for a CTE Completer sequence.

Program: CTE: Business and Information Technology