Standards and Competencies for Integrated Input Technologies (Course # 3730)

	Begin-End Yr
Standard 1 - The student will describe current and emerging information systems, including communication and networking systems.	2009 -
1.1 - Contrast hardware and software components used in information systems._:	2009 -
1.2 - Use, read, and view media and emerging information technologies._1	2009 -
1.3 - Utilize the resident electronic desktop environment._1	2009 -
1.4 - Explore the use of digital communication._1	2009 -
1.5 - Compare the types of networks and their features and use._:	2009 -
Standard 2 - The student will research and apply typography, layout, design, and composition concepts and guidelines for document preparation.	2009 -
2.1 - Analyze composition processes._1	2009 -
2.2 - Analyze principles of typography._1	2009 -
2.3 - Set formatting styles and apply typographical commands to text._1	2009 -
2.4 - Evaluate the effectiveness of typography in publications._1	2009 -
2.5 - Contrast and compare the typography from at least two print sources: composition techniques, different typestyles, different types of justification	2009 -
2.6 - Analyze layout principles._1	2009 -
2.7 - Analyze principles of design, including special effects techniques; thumbnail sketches; guides, rulers, scales, menus, pallets; text alignment, elements positioning, rules of page design for printed text; margins, gutters, ta	2009 -
2.8 - Illustrate gradiations in shapes and blend colors._1	2009 -
2.9 - Illustrate methods of importing and exporting text and graphics._1	2009 -
Standard 3 - The student will research and apply knowledge of ethical and legal issues within the industry.	2009 -
3.1 - Demonstrate work ethics that include integrity, honesty, loyalty, and perseverance that meet industry standards._1	2009 -
3.2 - Research benefits and consequences resulting from the practice of business ethics._:	2009 -
3.3 - Comprehend copyright laws regulations governing online activity and their applications to text, visual art, design, music, and photography._1	2009 -
3.4 - Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies._1	2009 -
3.5 - Establish a personal and business code of ethical behavior._1	2009 -
3.6 - Compare the changes in worker responsibility as a result of information technology._1	2009 -
Standard 4 - The student will attain proficiency level in word processing.	2009 -
4.1 - Create, organize, and format content._1	2009 -
4.2 - Collaborate with others by circulating documents for review and comment._1	2009 -
4.3 - Format and manage documents._1	2009 -
Standard 5 - The student will attain proficiency level in spreadsheet applications.	2009 -
5.1 - Create data and content._1	2009 -
5.2 - Analyze data._1	2009 -
5.3 - Format data and content._1	2009 -
5.4 - Collaborate with others._1	2009 -
5.5 - Manage workbooks._1	2009 -
Standard 6 - The student will attain proficiency level in database design and management.	2009 -
6.1 - Create and use databases._1	2009 -
6.2 - Create and modify tables._1	2009 -
6.3 - Create, modify, and refine queries._1	2009 -
6.4 - Create and modify forms._1	2009 -
6.5 - View and organize information._1	2009 -
6.6 - Define relationships._1	2009 -
6.7 - Produce reports._1	2009 -
6.8 - Integrate with other applications._1	2009 -
6.9 - Create database applications._1	2009 -
Standard 7 - The student will attain proficiency level in multimedia presentations.	2009 -
7.1 - Create content for a presentation._1	2009 -
7.2 - Format content for a presentation._1	2009 -
7.3 - Collaborate with others to create a presentation._1	2009 -
7.4 - Manage and deliver a presentation._1	2009 -
Standard 8 - The student will attain proficiency level in schedule and contact management.	2009 -
8.1 - Message, schedule, and organize using a personal information management program._1	2009 -
8.2 - Find, view, and share information using other software applications and e-mail messages._1	2009 -
Standard 9 - The student will maintain safety, health, and environmental standards, and address ergonomic concerns.	2009 -
9.1 - Examine Internet security and computer crime._1	2009 -
9.2 - Explore data security._1	2009 -
9.3 - Examine ergonomic practices which prevent injuries._1	2009 -
9.4 - Establish and maintain a safe and healthy work environment._1	2009 -

Standard 10 - The student will individually advance toward expert level in the technological area of choice.		2009 -
	10.1 - Complete industry certification tests in at least two or more software applications._2	2009 -
	10.2 - Discuss the need for life-long learning and retraining as a result of technological changes in the work environment._2	2009 -
	10.3 - Demonstrate knowledge of articulation opportunities in post-secondary training._2	2009 -
Standard 11 - The student will develop and demonstrate human relations, leadership, self-management, and workplace management skills.		2009 -
	11.1 - Practice team-building skills by participating and interacting as a team member and leader._1_2	2009 -
	11.2 - Demonstrate adaptability, dependability, and responsibility and such social behaviors as tolerance, honesty, empathy, and courtesy in business and professional situations._1	2009 -
	11.3 - Apply time-management skills._1	2009 -
	11.4 - Define strong work ethic and assess self, set personal goals, and monitor progress._1	2009 -
	11.5 - Demonstrate communication skills._1	2009 -
	11.6 - Assess critical thinking and decision-making skills._1	2009 -
	11.7 - Investigate conflict resolution techniques and use these strategies appropriately in a given situation to prevent and resolve conflicts._1	2009 -
	11.8 - Apply parliamentary procedure skills in group activities._1	2009 -
	11.9 - Examine the goals and principles of Future Business Leaders of America._1	2009 -