

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title	INPUT TECHNOLOGIES I (formerly known as Keyboarding/Production)		
SDPTE Course ID	BE 0110	IBED	BED 12005

A course designed to develop and apply input technology skills that focus on keyboarding to format and produce standard business documents such as letters, memos, tables, reports, and outlines; speed and accuracy are emphasized. Other forms of input technologies introduced include voice recognition, handwriting recognition, image and text scanning, and tablet forms of input.

Term	Semester/Trimester	Preq	BE 0022 (Or teacher approval) (9th grade status or higher required for Professional-Technical reimbursement)
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Notes:

Career Development CDev_1: Demonstrate Knowledge of Self-Awareness

CDev_1.1 Assess personal skills, abilities, and aptitudes as they relate to career exploration and development.

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.

Information Systems IS_1: Demonstrate Knowledge of the Foundations of Information Systems

IS_1.1 Identify and use various input technologies that include keyboarding, voice recognition, handwriting recognition, optical character recognition, and other forms of emerging input technologies.

IS_1.3 Identify the need for applications of technology in business, industry, society and on a global scale.

Information Systems IS_3: Demonstrate Knowledge of Common Applications of Information Systems

IS_3.1 Identify, select, evaluate, and use application software.