

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title	INPUT TECHNOLOGIES II (formerly known as Keyboarding/Production)		
SDPTE Course ID	BE 0120	IBED	IBED 12005

A course designed to advance skills in the use of input technologies for original composition and refinement of unarranged or rough draft materials. Emphasis is placed on employability keyboarding skills and productive ability with other forms of input technologies such as voice recognition, handwriting recognition, image and text scanning, and tablet forms of input. Emerging technologies are introduced.

Term	Semester	Preq	BE 0022 / BE 0110
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Notes:

Career Development CDev_1: Demonstrate Knowledge of Self-Awareness

CDev_1.2 Assess personal strengths and weaknesses as they relate to career exploration and development.

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

CDev_3.4 Relate workplace communication skills to career 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.

Communications Comm_3: Demonstrate Knowledge of Technological Communications

Comm_3.1 Use technology to enhance the effectiveness of communications.

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_1.2 Demonstrate a knowledge of computers and the ability to use them.

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

Information Systems IS_2: Demonstrate Knowledge of Industry Standard Software Applications

IS_2.1 Select and apply word processing software.

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

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