

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

TECHNOLOGY ASSISTANT INTERNSHIP

SDPTE Course ID

BE 0274

IBED

IBED 10298

A course designed to allow students to practice skills learned in the initial levels of the program by performing the duties of an assistant to the system operator of a computer network or technology center. Duties will be performed in conjunction with adults in the school district. Skills to be learned and reinforced would include installing, maintaining and troubleshooting equipment. In addition, the student would be responsible for providing training and in-service on appropriate equipment to all school personnel, develop communication linkages, and serve as system technician.

Term One Year

Preq

BE 0270

Notes:

Business Law BLaw_7: Demonstrate Knowledge of Computer Law

- BLaw_7.1 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law.

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

Career Development CDev_2: Demonstrate Knowledge of Career Research

- CDev_2.1 Utilize career resources to develop a knowledge base of career information.
CDev_2.2 Utilize a Career Information Database to prepare a career portfolio.

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

- CDev_3.1 Relate work ethic to career development.
CDev_3.2 Relate workplace relationships to career development.
CDev_3.3 Relate workplace diversity to career development.
CDev_3.4 Relate workplace communication skills to career development.

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

- CDev_5.1 Utilize different workplace experiences to make an effective transition from school to work.
CDev_5.2 Develop an employment portfolio.
CDev_5.3 Develop strategies to search for jobs of interest.
CDev_5.4 Demonstrate an understanding of all elements involved in the job application process.

Career Development CDev_6: Demonstrate Knowledge of Lifelong Learning

- CDev_6.1 Relate the importance of lifelong learning to personal growth.
CDev_6.2 Relate the importance of lifelong learning to career growth.

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

- Comm_1.1 Through vocal expression, communicate in a clear, courteous, concise, and correct manner on personal and professional levels.
Comm_1.2 Obtain and interpret information through reading.
Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.
Comm_1.4 Students will demonstrate active listening skills.

Communications Comm_2: Demonstrate Knowledge of Social Communications

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

TECHNOLOGY ASSISTANT INTERNSHIP

SDPTE Course ID

BE 0274

IBED

IBED 10298

Comm_2.1 Demonstrate the development of a positive self-concept through personal appearance and interaction with others.

Comm_2.2 Apply basic social communication skills in personal and professional situations.

Communications *Comm_3: Demonstrate Knowledge of Technological Communications*

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

Communications *Comm_4: Demonstrate Knowledge of Employment Communications*

Comm_4.1 Integrate all forms of communication in the successful pursuit of a career.

Communications *Comm_5: Demonstrate Knowledge of Organizational Communications*

Comm_5.1 Incorporate appropriate customer-service strategies to communicate effectively with various business constituencies.

Comm_5.2 Incorporate appropriate standards of personal ethics to communicate effectively with various business constituencies.

Comm_5.3 Incorporate appropriate leadership techniques to communicate effectively with various business constituencies.

Comm_5.4 Incorporate appropriate supervision techniques to communicate effectively with various business constituencies.

Comm_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.

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

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_3: Demonstrate Knowledge of Common Applications of Information Systems*

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

IS_3.2 Install, upgrade, and customize application software.

Information Systems *IS_5: Demonstrate Knowledge of Communications Systems and Networking*

IS_5.1 Use, select, and evaluate communications and networking systems software and hardware to include hubs, switches and routers.

IS_5.2 Design, implement, and repair communications and networking systems using cable, fiber optics and/or wireless communications.

Information Systems *IS_6: Demonstrate Knowledge of Adaptations for Students with Special Needs*

IS_6.2 Select and apply information systems across the curriculum.

Information Systems *IS_7: Demonstrate Knowledge of Information Systems Ethical Issues*

IS_7.1 Establish and use a personal code of ethics for information systems use and management.

Information Systems *IS_8: Demonstrate Knowledge of the Social and Economic Impact of Information Systems*

IS_8.1 Demonstrate a knowledge of the social and economic impact of information systems.

Information Systems *IS_9: Demonstrate Knowledge of Computer Architecture*

IS_9.1 Describe current and emerging computer architecture; configure, install, and upgrade hardware systems; and diagnose and repair hardware problems.

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

TECHNOLOGY ASSISTANT INTERNSHIP

SDPTE Course ID

BE 0274

IBED

IBED 10298

Information Systems IS_10: Demonstrate Knowledge of Operating Systems, Environments, and Utilities

IS_10.1 Identify, select, evaluate, use, install, upgrade, customize, diagnose and solve problems with various types of operating systems, environments, and utilities.

Information Systems IS_11: Demonstrate Knowledge of Information Systems Planning, Acquisition, Analysis and Design

IS_11.1 Plan the selection and acquisition of information systems; analyze and design information systems using appropriate development tools.

Information Systems IS_12: Demonstrate Knowledge of Programming

IS_12.1 Demonstrate knowledge of computer history.

IS_12.2 Demonstrate ability to create a simple computer program.

Information Systems IS_13: Demonstrate Knowledge of Communications Systems and Networking

IS_13.1 Design and implement security plans and procedures for information systems.

Information Systems IS_14: Demonstrate Knowledge of Information Systems Careers

IS_14.1 Describe positions and career paths in information systems.
