

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

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)
------	--------------------	------	--

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.

- Learning Indicator: CDev_1.1.1 List positive characteristics about yourself
- Learning Indicator: CDev_1.1.2 Identify personal likes and dislikes
- Learning Indicator: CDev_1.1.3 Identify individual talents and interests
- Learning Indicator: CDev_1.1.4 Identify personal, physical, and mental characteristics
- Learning Indicator: CDev_1.1.5 Complete a series of standardized interest and career identification tests
- Learning Indicator: CDev_1.1.6 Compare personal skills and aptitudes with various career options
- Learning Indicator: CDev_1.1.7 Assess and analyze personal talents and interests as they may relate to a future career
- Learning Indicator: CDev_1.1.8 Correlate personal, physical, and mental characteristics with the requirements of various career opportunities
- Learning Indicator: CDev_1.1.9 Demonstrate a realistic understanding of self
- Learning Indicator: CDev_1.1.10 Determine attitudes needed for career success
- Learning Indicator: CDev_1.1.11 Model the concepts of honesty and dependability
- Learning Indicator: CDev_1.1.12 Provide examples of how feelings and actions of oneself are influenced by other's behaviors
- Learning Indicator: CDev_1.1.13 Demonstrate and practice the steps involved in resolving a conflict/stress situation
- Learning Indicator: CDev_1.1.14 Demonstrate the ability to use mediation techniques based on peer feedback
- Learning Indicator: CDev_1.1.15 Demonstrate ability to adapt to change

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.

- Learning Indicator: Comm_1.3.1 Discuss the importance of correct spelling, grammar, word usage, mechanics, and legible writing
- Learning Indicator: Comm_1.3.2 Write logical, coherent phrases, sentences, and paragraphs incorporating correct grammar, mechanics, and word usage
- Learning Indicator: Comm_1.3.3 Compose simple requests for information, reports, and summaries; edit and revise written work
- Learning Indicator: Comm_1.3.4 Outline to facilitate logical and understandable written documents
- Learning Indicator: Comm_1.3.5 Use acceptable standards for grammar, mechanics, and word usage

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

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

Learning Indicator: Comm_1.3.6	Write coherent business correspondence, instructions, descriptions, summaries, and reports using appropriate formats
Learning Indicator: Comm_1.3.7	Proofread documents to ensure correct grammar, spelling, and punctuation
Learning Indicator: Comm_1.3.8	Distinguish between paraphrasing, documentation, and plagiarism; use proper documentation procedures to avoid plagiarism
Learning Indicator: Comm_1.3.9	Demonstrate a sensitivity to language bias (e.g., sexist, gender, race, religious, physically challenged, etc.) and avoid use of language bias
Learning Indicator: Comm_1.3.10	Use note taking skills incorporating critical listening and reading techniques
Learning Indicator: Comm_1.3.11	Identify factors affecting the readability of text
Learning Indicator: Comm_1.3.12	Compare drafts to final documents and make editorial changes
Learning Indicator: Comm_1.3.13	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous
Learning Indicator: Comm_1.3.14	Compose messages that promote positive human behavior
Learning Indicator: Comm_1.3.15	Use a wide variety of references and resources (both electronic and printed) for the purpose of writing business documents
Learning Indicator: Comm_1.3.16	Write formal and informal reports using suitable format supported by appropriate graphic aids
Learning Indicator: Comm_1.3.17	Use the direct or indirect approach in appropriate correspondence situations
Learning Indicator: Comm_1.3.18	Analyze and respond in writing to routine business problems both individually and collaboratively
Learning Indicator: Comm_1.3.19	Write business communications that are sensitive to multicultural situations
Learning Indicator: Comm_1.3.20	Write appropriate messages for specific audiences, i.e., using empathy in a message, or addressing specific needed improvements
Learning Indicator: Comm_1.3.21	Write business communications that reflect international differences and address current practice and protocol

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.

Learning Indicator: IS_1.1.1	Develop proper input techniques for the keyboard and 10-key pad
Learning Indicator: IS_1.1.2	Build keyboarding skills, including speed and accuracy
Learning Indicator: IS_1.1.3	Master touch-keying for letter, punctuation, numeric, and symbol keys
Learning Indicator: IS_1.1.4	Apply proofreading skills
Learning Indicator: IS_1.1.5	Select and apply various appropriate input technologies such as image and text scanning, voice recognition, handwriting recognition, digital cameras, student response systems, touch screen mouse or stylus and tablet forms of input
Learning Indicator: IS_1.1.6	Develop proper input techniques for emerging technologies to optimize performance in composing documents
Learning Indicator: IS_1.1.7	Describe ergonomic issues and recognize how to prevent repetitive stress injuries related to input technologies
Learning Indicator: IS_1.1.8	Demonstrate proper safety techniques using input technologies (e.g., burning and copying media and DVD's)
Learning Indicator: IS_1.1.9	Organize and arrange workspace area

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

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

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

Learning Indicator: IS_1.3.1 Demonstrate the ability to access information regarding applications of computers and technology in business, industry, society and on a global scale

Learning Indicator: IS_1.3.2 Cite uses of computer and technology in business, industry, society and on a global scale

Learning Indicator: IS_1.3.3 Create a brief list of business, industry, society and global references and sources where information about applications of computers and technology can be found

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

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

Learning Indicator: IS_3.1.1 Identify the types of application software and explain their purpose or use

Learning Indicator: IS_3.1.2 Select application software types appropriate for specific tasks

Learning Indicator: IS_3.1.3 Describe emerging application software

Learning Indicator: IS_3.1.4 Use reference materials, such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software

Learning Indicator: IS_3.1.5 Identify, select, and apply the features of software products, such as galleries, templates, and macros

Learning Indicator: IS_3.1.6 Evaluate application software products in terms of their features

Learning Indicator: IS_3.1.7 Select application software products appropriate to various computer platforms

Learning Indicator: IS_3.1.8 Import and export text, data, and images between software programs