

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

Course Title	COMPUTER TECHNOLOGY I		
SDPTE Course ID	BE 0160	IBED	IBED 10001

A course designed to focus on the study of computer systems and application software. The influences of computers on societal issues are presented especially in the areas of security, privacy, computer crime and viruses. A broad array of computer applications are surveyed in context to how they help solve personal, business, and societal problems.

Term	Semester/Trimester	Preq	None
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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.**

Learning Indicator: BLaw_7.1.1	Define the key terms and new issues involved in computer law including security, privacy, computer crime and viruses
Learning Indicator: BLaw_7.1.2	Determine when a computer program can be protected by a patent or a copyright and explain the steps in applying for each
Learning Indicator: BLaw_7.1.3	Identify the circumstances under which the copyright of a computer program has been violated
Learning Indicator: BLaw_7.1.4	Determine when computer-related contracts are service contracts and when they are sale of goods contracts
Learning Indicator: BLaw_7.1.5	Outline the various claims and defenses that are available in civil suits involving computer contracts
Learning Indicator: BLaw_7.1.6	Explain how common law, constitutional law, statutory law, and administrative regulations can be used to prevent the use of computers to invade privacy
Learning Indicator: BLaw_7.1.7	Outline the various types of federal and state statutes designed to combat computer crime
Learning Indicator: BLaw_7.1.8	Discuss the impact of the law of different countries and the impact of international law on computer law

## **Economics and Personal Finance EcPF\_13: Demonstrate Knowledge of the Role of Citizens**

**EcPF\_13.2 Identify and define laws that are available to protect the rights of consumers.**

Learning Indicator: EcPF_13.2.1	Recognize that laws are available to protect the rights of consumers
Learning Indicator: EcPF_13.2.2	Differentiate among informative (e.g., nutritional labeling), protective (e.g., seatbelts/child safety seats), and enabling (e.g., disabilities laws) laws and give examples of each
Learning Indicator: EcPF_13.2.3	Describe the purposes of various consumer laws, and explain how they affect the consumer's well-being
Learning Indicator: EcPF_13.2.4	Explain how consumer legislation may affect consumer product prices through additional manufacturer costs, and weigh the benefits of greater protection against additional cost (e.g., protection of airbags vs. higher price of car)
Learning Indicator: EcPF_13.2.5	Discuss the issue of the cost to society of fewer vs. more consumer-oriented laws

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## 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.

Learning Indicator: IS_1.2.1	Describe how to cold boot (start up) and warm boot (restart/reset) a computer. Explain the difference. Which should be attempted first?
Learning Indicator: IS_1.2.2	Identify (list) the basic components of your computer system and peripherals
Learning Indicator: IS_1.2.3	Define, explain or demonstrate written knowledge of the following components: Ports Modem, RAM, CPU, Mouse, File Server, Network (LAN & WAN), Serial Ports, Parallel Ports, Operating Systems, Files, Folders, Subfolders, Hard Drive, Storage Disks, CD-ROM, Zip Drives, LCD Displays
Learning Indicator: IS_1.2.4	List and describe the different types of printers available and their main differences

### 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\_2: Demonstrate Knowledge of Industry Standard Software Applications

### IS\_2.1 Select and apply word processing software.

Learning Indicator: IS_2.1.1	Explain the purposes, functions, and common features of word processing software
Learning Indicator: IS_2.1.2	Explain the meaning of common word processing terminology
Learning Indicator: IS_2.1.3	Sequence and define steps of an information processing cycle
Learning Indicator: IS_2.1.4	Use word processing software to demonstrate file functions including creating, modifying, storing, retrieving, printing, and merging documents
Learning Indicator: IS_2.1.5	Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics
Learning Indicator: IS_2.1.6	Apply layout and insert functions including tabs, margins, hanging indents, word-wrap, columns, headers/footers, and tables
Learning Indicator: IS_2.1.7	Apply formatting functions including fonts, sizes, styles, and positioning
Learning Indicator: IS_2.1.8	Apply word processing functions including spell checking, thesaurus, grammar checking, and the help functions of the software
Learning Indicator: IS_2.1.9	Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation
Learning Indicator: IS_2.1.10	Input, edit, store, and output letters, memorandums, tables, and reports
Learning Indicator: IS_2.1.11	Use an office operations manual

### IS\_2.2 Select and apply spreadsheet software.

Learning Indicator: IS_2.2.1	Explain the purposes, functions, and common features of spreadsheet software
Learning Indicator: IS_2.2.2	Explain the meaning of common spreadsheet terms
Learning Indicator: IS_2.2.3	Use spreadsheet software to demonstrate file functions including creating, saving, loading, printing, and merging documents

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Learning Indicator: IS_2.2.4	Demonstrate editing functions including inserting, cutting, pasting, and importing of text into spreadsheets
Learning Indicator: IS_2.2.5	Apply formatting functions including fonts, styles, size, and formulas
Learning Indicator: IS_2.2.6	Apply layout functions including columns, rows, and sheets
Learning Indicator: IS_2.2.7	Demonstrate ability to apply tool functions including sorting, navigating, and searching
Learning Indicator: IS_2.2.8	Apply tools including spell checking, thesaurus, grammar checking, and the help functions of the software
Learning Indicator: IS_2.2.9	Design and enter common formulas that permit users to analyze spreadsheet data
Learning Indicator: IS_2.2.10	Test spreadsheet formulas and design for accuracy

## 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.**

Learning Indicator: IS_5.1.1	Identify the types of communications hardware and explain their functions and use
Learning Indicator: IS_5.1.2	Identify the types of communications software and explain their functions and use
Learning Indicator: IS_5.1.3	Select communications hardware appropriate for specific tasks
Learning Indicator: IS_5.1.4	Select communications software appropriate for specific tasks
Learning Indicator: IS_5.1.5	Demonstrate knowledge of basic telecommunication concepts in relation to technology, applications, and system components
Learning Indicator: IS_5.1.6	Perform computer activities in communications with modems
Learning Indicator: IS_5.1.7	Identify and describe the different components of the telecommunications industry
Learning Indicator: IS_5.1.8	Identify and explain various types of on-line services (e.g., Internet, Intranet, and Extranet)
Learning Indicator: IS_5.1.9	Access, navigate, and use on-line services (e.g., Internet, Intranet, and Extranet)
Learning Indicator: IS_5.1.10	Send and receive e-mail messages, voice messages, and faxes
Learning Indicator: IS_5.1.11	Identify the basic components of any communications system
Learning Indicator: IS_5.1.12	Transfer files between varying types of computers, both local and remote
Learning Indicator: IS_5.1.13	Communicate between varying computer platforms

## 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.**

Learning Indicator: IS_7.1.1	Identify and explain property, privacy, access, and accuracy issues pertaining to information systems
Learning Indicator: IS_7.1.2	Analyze various information systems to distinguish ethical issues and problems
Learning Indicator: IS_7.1.3	Develop a code of ethics for information systems
Learning Indicator: IS_7.1.4	Apply ethical considerations to the operation and management of information systems common to organizations
Learning Indicator: IS_7.1.5	Demonstrate knowledge of laws and statutes relative to use of technology including copyright, equal access, fair use, educational opportunity, and least restrictive learning environment
Learning Indicator: IS_7.1.6	Discuss ethical and human issues relative to the use of technology in schools

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## Information Systems IS\_14: Demonstrate Knowledge of Information Systems Careers

### IS\_14.1 Describe positions and career paths in information systems.

Learning Indicator: IS\_14.1.1 Identify positions and career paths in the field of information systems

Learning Indicator: IS\_14.1.2 Identify common tasks performed by information systems workers

Learning Indicator: IS\_14.1.3 Describe education, experience, skills, and personal requirements for careers in information systems

Learning Indicator: IS\_14.1.4 Recognize the impact of technological change on information systems positions and the resulting need for lifelong learning and retraining