

1.0 BUSINESS CORE

1.6 Information Technologies (C): Students will understand technology used in business. They will demonstrate competency by utilizing technology to access, manipulate, and produce information.

1.6.1 Applications—utilize a variety of software programs to manipulate, analyze and produce data

1.6.2 Computer Operations—demonstrate proper use and care of equipment

1.6.3 Document Processing—create, format and produce documents

1.6.4 Global Communications—discuss the skills necessary for communicating in an international, pluralistic business environment

1.6.5 Information Resources—use electronic media, manuals, and tutorials as resources to access information

1.6.6 Presentation—develop and produce presentations utilizing electronic media

1.6.7 Problem Solving—solve problems effectively by utilizing appropriate technology

1.6.8 Social Issues—discuss the technological issues of ethics and etiquette as they relate to emerging technologies and the impact on society

1.6.9 Technology Innovations—examine the role of technology in future business applications

1.6.10 Telecommunications—use technology to transmit and receive information