

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.

| BENCHMARKS | COURSE TITLES | | | | | |
|--|---------------|--|--|--|--|--|
| 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 | | | | | | |

Primary Delivery - **P**
 Secondary Delivery - **S**

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| 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 | | | | | | |

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