3.16 INFORMATION TECHNOLOGY

PURPOSE

P1.   To enable students to apply basic information technology to the development of their academic and vocational skills.

P2.   To provide students with information technology skills needed for employment and job retention in their chosen career fields, and to function effectively as life-long learners.

REQUIREMENTS

R1.   Applied Information Technology

Centers shall provide students with instruction in the application of basic information technology to the development of their academic and vocational skills. This will include:

   a.   Instruction in use of information technology applications relevant to their academic and vocational training.

   b.   Opportunities to practice and use information technology to learn academic and vocational skills.

R2.   Computer-based Learning

Centers shall provide students with instruction which will enable them to:

   a.   Access and use computer-based training modules

   b.   Locate and use online learning resources

R3.   Word Processing

Centers shall provide students with instruction which will enable them to attain the following competencies:

   a.   Basic keyboarding

   b.   Use of word processing applications to create, edit, save, and print documents

     c.   Use of basic templates and formatting features to create business documents in standard formats and styles.

     d.   Use of word processing utility tools including spell check, thesaurus, and grammar check

R4.   Internet Proficiency

Centers shall provide students with instruction in the use of the Internet to:

     a.   Use search engines

     b.   Conduct research to find directions, schedules, and resources

     c.   Communicate using e-mail

     d.   Access and use labor market information

R5.   Business Technology

Centers shall provide students with instruction in the use of:

     a.   Copiers

     b.   Fax machine

     c.   Telephone

     d.   Voice mail

R6.   Business Etiquette

Centers shall provide instruction to ensure that students understand:

     a.   Ethics of using employer business machines for personal use

     b.   E-mail etiquette

     c.   Appropriate use of the Internet in the workplace

QUALITY INDICATOR(S)

Q1.   Students demonstrate the ability to use computers to access and process information, including online learning opportunities.

Q2.   Students can describe the relevance of information and business technology to their career goals.