

Competency Outline

Understand common terminology/lingo and current issues related to the information technology industry.

1. Recognize and define common terms related to computer hardware. (*RAM, NIC card, Chipset, etc.*).
2. Recognize, define, and be able to explain current and future issues related to the IT industry including ethics, privacy issues (both at home and in the workplace), online safety, and the impact developing technologies will have on society (*Examples:(piracy/intellectual property, online safety/identity theft, employer/employee issues, nanotechnology, etc).*

AAI 6. Labor Issues: Explain the employees' and employers' rights and responsibilities in this industry.

AAI 7. Community Issues: Discuss the ways a company can impact its community and the ways a community can impact a company.

Understanding word processing functions (Software: Microsoft Word)

3. Identify, explain, and apply the components of basic word processing (page setup options, page and character formatting, etc.).
4. Identify, explain, and apply the intermediate word processing features (table use including formatting and features, mail merge, multi-page formatting, etc.).
5. Identify, explain, and apply advanced word processing features(outlining features, menu customization, graphic objects, forms, etc.).

Understanding the basic features of a computer operating system (Software: Microsoft Windows)

6. Identify, interpret, and manipulate the basic operating system functions of a computer. (file management, software installation and configuration, setting desktop and application attributes, etc.).

Understanding spreadsheet functions (Software: Microsoft Excel)

7. Identify, explain, and apply the basic components and features of spreadsheets including the composition of basic formulas (number formatting, formulas, mathematical principles of a formula including the order of operations, page formatting, etc.).

AAI 3. Finance: Explain the key components of financial management of a company.

8. Identify, interpret, explain, and apply Intermediate components and features of spreadsheets (custom views, custom formatting of charts/graphs, advanced mathematical, statistical, and financial functions, etc.).
9. Identify, explain, and apply advanced spreadsheet components and features (lookup functions, customizing toolbars and macros, linking data, etc.).
10. Interpret data, and then apply basic through advanced spreadsheet skills in order to design a functional, accurate, and attractive spreadsheet that illustrates data efficiently and that allows the end-user to easily interpret and manipulate data for decision making purposes.

Understanding database applications (Software: Microsoft Access)

11. Identify, explain, and apply basic database design functions including the classification of data types in order to establish a basic record keeping system (creating fields, entering data, creating basic queries, reports, and forms, etc.).
12. Identify, explain, and apply intermediate database functions in order to more effectively collect and summarize data (creating/formatting customized forms, reports, and queries including functions, control properties, etc.).
13. Identify, explain, and apply advanced database functions in order to efficiently collect and summarize data (relational databases, combo boxes, macros, customized "buttons", etc.).

Understanding electronic presentations and related technologies (*Software: primarily Microsoft PowerPoint*)

14. Identify, explain, and utilize computer peripherals and multimedia applications (recording and editing audio, capturing video, using scanners and digital cameras to acquire images, etc.).
15. Identify, explain, and utilize appropriate functions in order to integrate different software applications (Word, Excel, PowerPoint, and Access, etc.).
16. Identify, explain, and apply appropriate application functions in order to design and conduct effective presentations

Understanding Desktop Publishing (*Software: Adobe Illustrator, PhotoShop, and In-Design*)

17. Identify, explain, and develop vector illustrations by applying appropriate functions
 18. Identify, explain, and apply basic image editing functions in order to modify simple images
 19. Identify, explain, and demonstrate advanced image editing functions
 20. Identify, explain, and apply page layout functions in order to compose effective and powerful page designs
- AAI 4. Technical and Production Skills:** Identify specific production and technical skills required for this industry.

Understanding video editing (*Software: primarily Adobe Premiere*)

21. Identify, explain, and apply basic video editing functions
- AAI 5. Underlying Principles of Technology:** Explain through discussion the technological systems used within this industry.
22. Identify, explain, and utilize authoring functions to create video based media systems

Understanding web-page design and Internet technologies

23. Identify, explain, and utilize web-page design functions to create static and interactive web pages

Understand the fundamental concepts of Entrepreneurship

24. Discuss and assess venture creation possibilities and identify the steps in planning the venture.
AAI 1. Planning: Explain the key elements of a long-term plan for a successful company.
25. Identify the resources needed for venture startup and operation.
26. Discuss the options in planning the venture's future (growth, development, demise).
AAI 2. Management: Discuss the different forms of management and ownership within this industry.
27. Identify and discuss the traits and behaviors of an entrepreneur (leadership, personal assessment, personal management)

Understand the key concepts associated with high performance/employability skills (SCANS)

28. Decision-Making & Problem Solving: Demonstrate and apply good decision making and problem solving skills by outlining issues in situations/problems and determining, collecting, and organizing information needed in order to formulate a solution.
29. Self –Management: Demonstrate and apply self-management skills by adhering to regulations, being responsible, and following through on commitments.
AAI 9. Personal Work Habits: Explain the work habits an employer looks for in an employee in this industry.
30. Communication Skills: Demonstrate and apply effective communication skills: verbal, written, visual, and listening.
31. Ability to Work with Others: Demonstrate and apply the necessary skills in order to work effectively with others.
32. Information Use - Research, Analysis, Technology: Demonstrate and apply the use of information through research, analysis, and technology.
33. Mathematical Concepts: Demonstrate mathematical and computation skills as applied to real world situations.
34. General Safety: Demonstrate and apply safe practices and procedures in the workplace.
AAI 8. Health, Safety, and Environment: Explain the health and safety laws and practices affecting the employee, the surrounding community, and the environment in this industry.
35. Career Development: Demonstrate personal/career development skills by completing a career plan.