

## Wisconsin Model Academic Standards for Information & Technology Literacy: Twelfth Grade Performance Standards

### A. Media & Technology

#### A.12.1 Students will use common media and technology terminology and equipment.

- Recognizes applications of computers in the home and workplace.
- Identifies the components of a computer system.
- Identifies careers in the computer field.
- Recognizes applications of computers at home and work.
- Recognizes how commands and data are inputted to the computer using the keyboard.
- Recognizes how to select suitable methods for changing the position, size and color of a graphic.
- Identifies ways to add shadows, rotation and a 3-D effect to a graphic.
- Recognizes how to enter graphic items onto an existing worksheet.
- Recognizes how to make required modifications to the graphic items.
- Recognizes how commands and data are inputted to the computer using the keyboard.
- Recognizes how to use AutoShapes and graphics.
- Investigates the concept of line of sight.
- Identifies a sound wave from written text.
- Demonstrates that radio waves can travel further than sound waves and pass through objects.
- Recognizes omnidirectional and unidirectional transmission due to antenna type.
- Identifies different types of waves.
- Recognizes the frequency, wavelength and amplitude of waves.
- Calculates the time delay of a long distance telephone call.
- Explores basic principles of communication using sound.
- Recognizes microwaves as electromagnetic waves.
- Recognizes the reflection properties of waves.
- Investigates satellite communications.
- Obtains technical information about wave files from various sources.
- Records a sentence to a computer using audio software.
- Identifies characteristics of a digital speech wave pattern.
- Identifies the characteristics of a high volume low pitch sound.
- Constructs a mixed sound file using two sources.
- Converts text to speech using computer software.
- Alters the sound of a voice using software.
- Demonstrates sound wave conversion using a microphone, computer, and cassette recorder.
- Recognizes the way computers regard input information.
- Uses a voice recognition system to open a virtual safe.
- Uses digital speech recognition to open a computer controlled virtual safe.
- Follows instructions to edit recorded files.
- Calculates storage space of wave file.
- States computer operations.
- Identifies individual elements of a computer system.
- Identifies types of personal computer systems.
- Compares disk drive types and their operation.

#### A.12.2 Students will identify and use common media formats.

- Uses a computer software program to research possible careers.

- Recognizes applications of computers in the home and workplace.
- Recognizes how to start the Microsoft Word 2000 application program, and its main features.
- Enters text and identifies the main features of the Microsoft Word 2000 screen.
- Selects text and moves through a document.
- Recognizes how to change the size of the print image on the screen.
- Recognizes how to display a split document and display formatting.
- Recognizes how to insert the date and time, and insert and delete text.
- Selects text and moves or copies it to another location in the document.
- Recognizes how to count words, and find and replace items of text in a document.
- Recognizes how to check and correct spelling and grammar in a document.
- Recognizes how to modify the text in a document using AutoText and AutoCorrect.
- Enters, edits and saves text on a disk.
- Checks and corrects spelling and grammar in a document and selects suitable words using a
- Identifies how to can change the font, size and case of text.
- Recognizes the methods and effects of adding animation to text.
- Recognizes the methods and benefits of using Styles to control the appearance of text.
- Recognizes the methods and effects of adding bullets and numbers to text.
- Identifies ways to change the layout of paragraphs of text.
- Recognizes how to add borders and shading to a sample of text.
- Identifies methods and benefits of applying themes and newspaper columns.
- Moves and copies text between documents.
- Recognizes ways to add and edit a Text Box.
- Identifies the methods and effects of wrapping text around a graphic item.
- Recognizes ways of merging two files and printing address labels.
- Recognizes how paragraph formatting can be changed and displayed with Word 2000.
- Recognizes how text can be handled in a document with Word 2000.
- Recognizes how to protect files and edit text using Word 2000.
- Recognizes the ways of preparing worksheets before printing.
- Recognizes the ways of formatting data within cells of a worksheet.
- Recognizes the advantages and uses of Conditional Formatting and AutoFormatting.
- Recognizes the ways of selecting and changing the format of numerical data.
- Recognizes how to improve printing results by adding page breaks, repeating labels on each sheet and fitting the worksheet onto a set number of pages.
- Identifies ways to add and edit a text effect.
- Recognizes how to select suitable methods for changing the position, size and color of a graphic.
- Identifies ways to add shadows, rotation and a 3-D effect to a graphic.
- Recognizes how to enter graphic items onto an existing worksheet.
- Recognizes how to make required modifications to the graphic items.
- Recognizes how to use passwords, search for files using Criteria and edit data.
- Recognizes how to format, position data and use AutoFormat.
- Trains a voice recognition system.
- Identifies how voice recognition is achieved.
- Uses a voice recognition system to open a virtual safe.
- Uses digital speech recognition to open a computer controlled virtual safe.
- Explains the workings of a voice recognition system.
- Describes the procedures involved in training a voice recognition system.
- Calculates the percentage of words not recognized by a voice recognition system.

**A.12.3 Students will use a computer and productivity software to organize and create information.**

Uses a computer software program to research possible careers.  
Identifies how to write formal business letters, memoranda and reports.  
Recognizes applications of computers in the home and workplace.  
Recognizes the correct way to write a letter of application.  
Demonstrates how to write a letter of application and personal resume.  
Recognizes how to start the Microsoft Word 2000 application program, and its main features.  
Selects text and moves through a document.  
Recognizes how to select a suitable view.  
Recognizes how to insert the date and time, and insert and delete text.  
Selects text and moves or copies it to another location in the document.  
Recognizes how to count words, and find and replace items of text in a document.  
Recognizes how to check and correct spelling and grammar in a document.  
Uses a Thesaurus to select suitable alternative words.  
Recognizes how to modify the text in a document using AutoText and AutoCorrect.  
Checks and corrects spelling and grammar in a document and selects suitable words using a  
Modifies the text in a document using AutoText and Auto Correct.  
Recognizes the methods and benefits of using Styles to control the appearance of text.  
Recognizes the methods and effects of adding bullets and numbers to text.  
Recognizes how to move or copy between documents.  
Identifies the steps necessary to create and delete a table.  
Recognizes the steps to AutoFormat and move a table.  
Identifies ways to move, copy and position a table in other documents.  
Recognizes the methods of using the AutoShape tool.  
Recognizes ways of adding and modifying ClipArt and pictures.  
Recognizes the effects and procedures for modifying a graphic item within a document.  
Recognizes ways of creating and using a macro.  
Creates and uses a macro to perform a task.  
Identifies the meaning of terms used to define text styles.  
Recognizes how to change the style of text in a document using Word 2000.  
Recognizes how to make bulleted and numbered lists using Word 2000.  
Recognizes how to make changes to the font style in a Word 2000 document.  
Recognizes how text can be positioned and arranged in tables with Word 2000.  
Recognizes how to change the format and style of tables in Word 2000.  
Recognizes how to insert AutoShapes in Word 2000 documents.  
Recognizes how to create macros and change buttons displayed on a toolbar.  
Recognizes how to create a macro and assign short keys using Word 2000.  
Recognizes how to check spelling and make corrections using Word 2000.  
Recognizes methods of automatically completing a series of data entries.  
Recognizes how to select methods of creating, saving and switching between workbooks.  
Recognizes how to select methods of opening and finding a workbook.  
Recognizes how to edit and move data.  
Recognizes how to check spelling and using the AutoCorrect facility.  
Recognizes how to find and replace data.  
Recognizes how to insert and delete rows, columns and cells in a worksheet.  
Recognizes the methods of adding numbers in a worksheet and using AutoCalculate.  
Identifies ways to display a Scenario and to create a Scenario report.  
Recognizes the ways of selecting and changing the format of numerical data.

Recognizes the advantages and uses of Conditional Formatting and AutoFormatting.  
Identifies ways to insert, delete and move between worksheets.  
Recognizes how to move and copy data and enter formulas across worksheets.  
Recognizes methods of inserting AutoShapes and ClipArt within a document.  
Recognizes how to select suitable methods for changing the position, size and color of a graphic.  
Recognizes ways of recording and running a macro.  
Recognizes how to record and run a macro to perform a function on the worksheet.  
Identifies the meaning of terms used to define text styles.  
Recognizes how to find, replace and link data and use a comment box.  
Recognizes how to use formulas and AutoCalculate.  
Recognizes how to format, position data and use AutoFormat.  
Recognizes how to use a DataForm, sort data, use AutoFilter and Macros.  
Recognizes the main design features and uses of database.  
Recognizes how to start and recover information from a database.  
Recognizes how to create a database using database Wizard.  
Recognizes how to select suitable toolbars, commands and how to use them to open a blank  
Recognizes how to open and display a database.  
Recognizes maintenance procedures to repair, compact and backup database files.  
Recognizes how to prepare a database to meet given criteria.  
Recognizes how to modify and print the resultant Table.  
Recognizes how to select steps needed to navigate about a table.  
Recognizes how to select data types and format a table.  
Recognizes how to select suitable methods for adding pictures and other objects to a record.  
Recognizes how to select and apply methods of designing a table.  
Recognizes the method of creating a form using AutoForm.  
Recognizes how to change the appearance of a form by adding colors, using AutoFormat and by adding pictures.  
Recognizes ways to find, replace and sort data in a table.  
Identifies the steps necessary to summarize data and to find unmatched records.  
Recognizes how to create a report using the Report Wizard.  
Recognizes how to create a report using AutoReport.  
Identifies ways of navigating through a report.  
Recognize ways of modifying a report.  
Recognizes how to perform a Query on a Database.  
Recognizes how to create a Report as indicated.  
Recognizes features of an Access 2000 database.  
Recognizes how to open a database and create a table.  
Recognizes how to modify and save a table, and print a database.  
Recognizes how to design and modify a form.  
Recognizes how to rename a query, select a field when in Query Design View and specify criteria.  
Recognizes how to use Report Wizards and modify Reports.

**A.12.4 Students will use a computer and communications software to access and transmit information.**

Identifies sources of information to research possible careers.  
Identifies the resources available to new, developing and established businesses.  
Recognizes the resources and techniques used to improve the chance of entrepreneurial success.  
Recognizes ways of preparing a suitable main document and data source.

Identifies ways of e-mailing documents and creating a web page using Microsoft Word 2000.  
Recognizes ways in which Word 2000 can be used with the Internet.  
Recognizes the steps necessary to send a worksheet by E-mail.  
Recognizes how to send workbooks by E-mail and establishing a hyperlink.  
Obtains technical information about wave files from various sources.  
Researches computer networks using software and book resources.  
Explores the use of an Internet based project.  
Extracts digital camera details from a simulated Internet site.  
Produces a picture for an Internet web page.  
Investigates the relationship between download speeds and file size.  
Describes concepts relating to publishing web pages on the Internet.  
Identifies basic broadcast topologies.  
Examine methods for accessing shared resources in a Windows 95/98 network.  
States procedures for sharing network resources in a peer-to-peer network.  
Follows instructions to retrieve information from a web site.  
Identifies Internet search techniques.  
Identifies methods for finding, downloading and displaying image files on the Internet.  
Identifies basic features of email.  
Explores methods for sending and receiving files using email and the security issues this presents.  
Identifies the use of streamed and non-streamed multimedia files on the Internet.  
Identifies methods of navigating the Internet.  
Investigates Internet search engines, and tools and techniques.  
Writes a report on Working with the Internet.  
Makes a presentation to a group on Working with the Internet.

**A.12.5 Students will use media and technology to create and present information.**

Recognizes how to plan and present a spoken presentation.  
Identifies ways of e-mailing documents and creating a web page using Microsoft Word 2000.  
Recognizes how to open a data access page and Web page.  
Identifies a sound wave from written text.  
Explores basic principles of communication using sound.  
Makes a presentation to a group on Electronic Communications.  
Constructs a mixed sound file using two sources.  
Evaluates storage space required for a recorded sound file.  
Alters the sound of a voice using software.  
Demonstrates sound wave conversion using a microphone, computer, and cassette recorder.  
Makes a presentation to a group on Digital Sound Technology.  
Selects information in text, audio and visual formats.  
Recognizes multimedia applications.  
Makes a presentation to a group on Computer Applications.  
Explains the processes involved in creating a presentation.  
Makes a presentation to a group on Computer Aided Publishing.  
Adds sound effects to an animation.  
Creates an animation of a horn, which contains a sound effect.  
Describes the reason for keeping sound effects on separate layers of an animation.  
Uses a design loop to create a personal profile for a fictional school web site.  
Identifies the method by which a school web site can be viewed.  
Identifies the use of sound effects in animation.

Makes a presentation to a group on Graphics and Animation.  
Investigates the operation of a multimedia presentation.  
Identifies terms used in multimedia presentation production.  
Relates storyboard planning information with the corresponding multimedia presentation.  
Identifies drawing and text tool buttons in a multimedia presentation editor.  
Identifies the slide editing view options in a multimedia presentation editor.  
Creates a slide for a movie player and inserts sound objects.  
Select and applies object animation effects to enhance the appearance of a multimedia  
Demonstrates a multimedia presentation.  
Explains the processes involved in creating a multimedia presentation.  
Identifies types of media used in a multimedia presentation.  
Identifies the purpose of a storyboard for multimedia presentation production.  
States features of editing tools used in a multimedia presentation editor.  
Identifies steps to create a multimedia presentation.  
States the use of multimedia presentations.  
Identifies terms used in multimedia presentation production.  
Makes a presentation to a group on Electronics Technology.  
Produces a picture for an Internet web page.  
Makes a presentation to a group on Digital Photography.  
Adds a musical sound track onto a video product.  
Identifies the concept of a form in a visual programming environment.  
Makes a presentation to a group on Computer Programming.  
Examine procedures for creating web pages.  
Describes the structure of a web site comprised of several pages.  
Investigates the use of image files in a web page.  
Identifies a reason for using both picture and text hyperlinks within Web Pages.  
Explores the use of images in web pages.  
Describes concepts relating to publishing web pages on the Internet.  
Investigates methods for inserting and formatting text in web pages.  
Makes a presentation to a group on Web Page Design.  
Makes a presentation to a group on Network Configuration.  
Makes a presentation to a group on Network Administration.

**A.12.6 Students will evaluate the use of media and technology in a production or presentation.**

Recognizes how to listen effectively.  
Recognizes how to plan and present a spoken presentation.  
Prepares and presents a spoken presentation.  
Recognizes effective communication skills for listening, speaking and writing.  
Identifies aspects of effective communication.  
Recognizes the need and purpose of persuasion.  
Recognizes how to work effectively with others in a company.  
Recognizes methods of effective Communication.  
Identifies the fundamentals of effective business preparation and development.  
Recognizes how to prepare a database to meet given criteria.  
Recognizes the ways to use Criteria to improve a Query.  
Recognizes the ways to use multiple Criteria.  
Recognizes the use of Criteria.  
Extracts information about communications technology using a Web Browser.

Explores the benefits that new technology has brought to communication systems.  
Makes a presentation to a group on Electronic Communications.  
Makes a presentation to a group on Digital Sound Technology.  
Identifies the purpose and uses of types of software.  
Recognizes appropriate software use.  
Makes a presentation to a group on Computer Applications.  
Identifies computer aided publishing as an effective form of communication.  
States how DTP can be used effectively.  
Presents an effective advertisement.  
Explains the processes involved in creating a presentation.  
Describes publication production methods.  
Makes a presentation to a group on Computer Aided Publishing.  
Makes a presentation to a group on Graphics and Animation.  
Investigates the operation of a multimedia presentation.  
Demonstrates a multimedia presentation.  
Explains the processes involved in creating a multimedia presentation.  
Identifies types of media used in a multimedia presentation.

## **B. Information & Inquiry**

### **B.12.1 Students will define the need for information.**

Uses a computer software program to research possible careers.  
Identifies methods of researching careers, and the steps involved in making a decision.  
Recognizes the need and purpose of persuasion.  
Recognizes research and data collection techniques used in a business scenario.  
Identifies the fundamentals of market research and prototypes.  
Constructs and interprets a set of interview questions to determine the feasibility of a business idea.  
Recognizes the fundamentals of creating a partnership and enhancing business knowledge.  
Constructs and interprets a cash flow forecast sheet using a given set of product information.  
Recognizes the fundamental definitions of market research, marketing and merchandising.  
Recognizes the aspects of obtaining information, generating ideas, starting a business and rewarding staff.  
Identifies aspects of market research.  
Recognizes how to use a Query to extract required information.  
Recognizes how to use a Query and sort information.  
Use a Web Browser to search for selected information.  
Extracts information about communications technology using a Web Browser.  
Locates information in a variety of media.  
Selects information in text, audio and visual formats.  
Researches information from a computer generated document.  
Extracts technical information from research material.  
Explores the use of an Internet based project.  
Extracts information from a database.  
Researches information using a computer.  
States how to use a database as an information store.  
Investigates relevant information from the CAI case study.  
Obtains technical information from a web site.  
Describes how URLs are used to access information on the World Wide Web.

**B.12.2 Students will develop information seeking strategies.**

- Identifies aspects of communication, marketing strategy and pricing.
- Identifies the resources available to new, developing and established businesses.
- Identifies appropriate software required for given tasks.
- Recognizes the need and purpose of persuasion.
- Recognizes the fundamentals and purpose of a Business Plan.
- Evaluates communication links.
- Performs calculations to evaluate communication systems.
- Evaluates sampled value of an analog signal trace.
- Evaluates storage space required for a recorded sound file.
- Identifies the purpose and uses of types of software.
- Identifies how to prepare for an interview.
- Recognizes effective interview and questioning techniques.
- Designs a Customer Satisfaction Survey for a service based organization.
- Recognizes aspects of effective Customer Surveys.
- Constructs and carries out a market research questionnaire.
- Constructs and interprets a set of interview questions to determine the feasibility of a business idea.

**B.12.3 Students will locate and access information sources.**

- Identifies the term 'competitive analysis' and its influence on product classification.
- Identifies ways and effects of adding page numbering and note references.
- Recognizes the advantage of indexing a field and the use of the validation rule.
- Identifies the name of a graphic symbol contained in an animation library.
- Creates a user directory to store graphic files by following written instructions.
- Describes use of Boolean logic to conduct searches on the World Wide Web.
- Identifies Internet search techniques.
- Investigates Internet search engines, and tools and techniques.

**B.12.4 Students will evaluate and select information from a variety of print, non-print and electronic formats.**

- Recognizes possible problems in communication.
- Recognizes how to relate to a customers problems.
- Demonstrates an appreciation of the commitment, problems and recent trends associated with entrepreneurship.
- Presents a solution to a communication problem.
- Solves math problems in computer applications.
- Solves math problems in computer aided publishing.
- Interprets text stating the problem of animating two objects on the same layer.
- Solves math problems for electronic systems.
- Uses a calculator program to solve mathematical problems.
- Recognizes basic technical problems with photographic images.
- Identifies problems with shot composition.
- Explores the simulated computer problems and identifies the symptom, cause and solution.
- Identifies the cause of a computer problem and its solution from a simulation.
- Locates information about problems caused by computer viruses in a textbook.
- Describes how to approach given computer problems.
- Recognizes the importance of other people's opinions in Customer Relations.
- Identifies objects in an image manipulation application.
- Manipulates objects using a computer image manipulation program.

Recognizes the process of image manipulation using a computer.  
Explores the concepts of forms and code modules and how to manipulate them.  
Explores the use and manipulation of variables.  
Investigates relevant information from the CAI case study.

**B.12.5 Students will record and organize information.**

Recognizes the basics of testing and protecting a business idea.  
Constructs and interprets a set of interview questions to determine the feasibility of a business idea.  
Recognizes the aspects of obtaining information, generating ideas, starting a business and rewarding staff.  
Identifies ways to display a Scenario and to create a Scenario report.  
Recognizes ways of creating and printing a chart from data in a worksheet.  
Recognizes methods of adding data and data tables to a chart.  
Recognizes how to display data by using a chart and how to format information.  
Identifies the steps necessary to summarize data and to find unmatched records.  
Recognizes how to create a report using the Report Wizard.  
Recognizes how to create a report using AutoReport.  
Recognize ways of modifying a report.  
Recognizes how to create a Report as indicated.  
Writes a report on Electronic Communications.  
Maintains and organizes a record of work.  
Writes a report on Digital Sound Technology.  
Maintains and organizes a record of work.  
Writes a report on Computer Applications.  
Maintains and organizes a record of work.  
Writes a report on Computer Aided Publishing.  
Maintains and organizes a record of work.  
Writes a report on Graphics and Animation.  
Maintains and organizes a record of work.  
Enhances a multimedia presentation.  
Maintains and organizes a record of work.  
Writes a report on Electronics Technology.  
Maintains and organizes a record of work.  
Writes a report on Digital Photography.  
Maintains and organizes a record of work.  
Makes a video film.  
Writes a report on Computer Programming.  
Maintains and organizes a record of work.  
Writes a report on Web Page Design.  
Maintains and organizes a record of work.  
Writes a report on Network Configuration.  
Maintains and organizes a record of work.  
Writes a report on Network Administration.  
Maintains and organizes a record of work.  
Writes a report on Working with the Internet.  
Maintains and organizes a record of work.  
Writes a report on Computer Troubleshooting.  
Maintains and organizes a record of work.

Write a report based on computer evolution or computer components.  
Maintains and organizes a record of work.  
Writes a report on Computer Troubleshooting.  
Maintains and organizes a record of work.

**B.12.6 Students will interpret and use information to solve the problem or answer the question.**

Recognizes solutions and reasons for a customer's complaint.  
Presents a solution to a communication problem.  
Solves math problems in computer applications.  
Solves math problems in computer aided publishing.  
Solves math problems for electronic systems.  
Uses a calculator program to solve mathematical problems.  
Identifies the concept of symptom, cause and solution.  
Explores the simulated computer problems and identifies the symptom, cause and solution.  
Identifies symptoms, causes, solutions and implements tests on faulty computers in a simulation.  
Identifies the cause of a computer problem and its solution from a simulation.  
Performs calculations to evaluate communication systems.

**B.12.7 Students will communicate the results of research and inquiry in an appropriate format.**

Identifies methods of researching careers, and the steps involved in making a decision.  
Identifies methods of communication.  
Recognizes methods of effective Communication.  
Recognizes methods of Overcoming Objections.  
Recognizes methods used to analyze the current business market.  
Identifies methods available to increase the chances of success as an entrepreneur.  
Identifies methods used to establish inventory details and improve security against inventory theft.  
Recognizes the need and purpose of persuasion.  
Recognizes the advantages and uses of Conditional Formatting and AutoFormatting.  
Recognizes how to create a hyperlink and the advantages of a hyperlink.  
Identifies the purpose and uses of types of software.

**B.12.8 Students will evaluate the information product and process.**

Recognizes effective communication skills for listening, speaking and writing.  
Demonstrates basic math skills used in business.  
Designs a Customer Satisfaction Survey for a service based organization.  
Identifies the fundamentals of effective business preparation and development.  
Recognizes the steps involved in a decision making process.  
Identifies the term 'competitive analysis' and its influence on product classification.  
Recognizes the aspects of obtaining information, generating ideas, starting a business and rewarding staff.  
Recognizes how to display data by using a chart and how to format information.  
Recognizes how to use a Query to extract required information.  
Recognizes how to use a Query and sort information.  
Use a Web Browser to search for selected information.  
Makes a presentation to a group on Electronic Communications.  
Makes a presentation to a group on Digital Sound Technology.  
Makes a presentation to a group on Computer Applications.  
Makes a presentation to a group on Computer Aided Publishing.  
Makes a presentation to a group on Graphics and Animation.

- Makes a presentation to a group on Electronics Technology.
- Makes a presentation to a group on Digital Photography.
- Makes a presentation to a group on Computer Programming.
- Makes a presentation to a group on Web Page Design.
- Makes a presentation to a group on Network Configuration.
- Makes a presentation to a group on Network Administration.
- Makes a presentation to a group on Working with the Internet.
- Makes a presentation to a group on Computer Troubleshooting.

## **C. Independent Learning**

### **C.12.1 Students will pursue information related to various dimensions of personal well-being and academic success**

- Recognizes how interests, aptitudes and abilities affect career choice.
- Recognizes personality traits.
- Recognizes what your values and goals are.
- Identifies sources of information to research possible careers.
- Recognizes the steps involved in a decision making process.
- Uses a computer software program to research possible careers.
- Identifies careers in the computer field.
- Recognizes how to create and use a personal factsheet and portfolio.
- Demonstrates how to write a letter of application and personal resume.
- Recognizes how interests, aptitudes and abilities can affect choice of career.
- Recognizes how personality, values and goals can affect choice of career.
- Identifies methods of researching careers, and the steps involved in making a decision.
- Recognizes methods of looking for a job and prepare a personal factsheet and portfolio.
- Recognizes how to complete application forms and types of pre-employment tests.
- Recognizes methods of looking for a job and prepare a personal factsheet and portfolio.
- Identifies how to codify real life decision making procedures.
- Identifies from a design brief which parts of a personal profile need to be animated.
- Creates a partially animated personal profile.

### **C.12.2 Students will appreciate and derive meaning from literature and other creative expressions of information.**

- Recognizes personality traits.
- Recognizes what your values and goals are.
- Recognizes how personality, values and goals can affect choice of career.

### **C.12.3 Students will develop competence and selectivity in reading, listening and viewing.**

- Recognizes what your values and goals are.
- Recognizes how to listen effectively.
- Recognizes how personality, values and goals can affect choice of career.
- Recognizes effective communication skills for listening, speaking and writing.
- Identifies aspects of Listening.
- Identifies confirming and disconfirming messages.
- Identifies attitudes and qualities that influence Customer Relations.
- Recognizes how Listening can influence Customer Relations.
- Identifies qualities and attitudes required to succeed as an entrepreneur.
- Identifies the five levels of human need and their influence on the individual.
- Identifies factors that influence personnel management.

**C.12.4 Students will demonstrate self-motivation and increasing responsibility for their learning.**

- Recognizes good study habits.
- Recognizes how interests, aptitudes and abilities affect career choice.
- Recognizes personality traits.
- Recognizes what your values and goals are.
- Identifies sources of information to research possible careers.
- Recognizes the steps involved in a decision making process.
- Uses a computer software program to research possible careers.
- Recognizes how to plan and present a spoken presentation.
- Identifies careers in the computer field.
- Recognizes how to create and use a personal factsheet and portfolio.
- Demonstrates how to write a letter of application and personal resume.
- Recognizes how to progress in a job.
- Recognizes how interests, aptitudes and abilities can affect choice of career.
- Recognizes how personality, values and goals can affect choice of career.
- Identifies methods of researching careers, and the steps involved in making a decision.
- Recognizes methods of looking for a job and prepare a personal factsheet and portfolio.
- Recognizes how to complete application forms and types of pre-employment tests.
- Recognizes how to start and progress successfully in a job.
- Identifies aspects of career anchors and the acronym VANE.
- Recognizes how goals and objectives are used in a business situation.
- Identifies the five levels of human need and their influence on the individual.
- Identifies aspects of communication, marketing strategy and pricing.
- Identifies aspects of a marketing plan.
- Identifies aspects of business planning.
- Recognizes the fundamentals of creating a partnership and enhancing business knowledge.
- Recognizes the fundamentals and purpose of a Business Plan.
- Identifies specific statistics and figures associated with a Business Plan.
- Develops the market, product profile, manufacturing and financial sections of a Business Plan.
- Explores the use of an Internet based project.

**D. The Learning Community**

**D.12.1 Students will participate productively in workgroups or other collaborative learning environments.**

- Recognizes what your values and goals are.
- Recognizes the steps involved in a decision making process.
- Recognizes how personality, values and goals can affect choice of career.
- Identifies methods of researching careers, and the steps involved in making a decision.
- Recognizes how goals and objectives are used in a business situation.
- Identifies the resources available to new, developing and established businesses.
- Identifies aspects of communication, marketing strategy and pricing.
- Recognizes the resources and techniques used to improve the chance of entrepreneurial success.
- Performs calculations to determine the Cash Flow situation over a given period of time.
- Recognizes aspects of business management, human resources and the motivations that fuel entrepreneurship.
- Makes a presentation to a group on Electronic Communications.
- Makes a presentation to a group on Digital Sound Technology.
- Researches computer networks using software and book resources.

Makes a presentation to a group on Computer Applications.  
Calculates telephone calls for a given time period.  
Makes a presentation to a group on Computer Aided Publishing.  
Makes a presentation to a group on Graphics and Animation.  
Makes a presentation to a group on Electronics Technology.  
Makes a presentation to a group on Digital Photography.  
Identifies from an editing timeline diagram the transition track.  
Reads a time line used in video editing software.  
Identifies how to codify real life decision making procedures.  
Uses decision making structures to develop a calculator program.  
Identifies procedures for making decisions in programs requiring user input.  
Makes a presentation to a group on Computer Programming.  
Makes a presentation to a group on Web Page Design.  
Identifies characteristics of network resources.  
Makes a presentation to a group on Network Configuration.  
Examine methods for accessing shared resources in a Windows 95/98 network.  
Makes a presentation to a group on Network Administration.  
Makes a presentation to a group on Working with the Internet.  
Makes a presentation to a group on Computer Troubleshooting.  
Makes a presentation to a group on Computer Troubleshooting.

**D.12.2 Students will use information, media, and technology in a responsible manner.**

Recognizes an employers expectations of an employee.  
Identifies what would be included in a company's Policy and Rules document.  
Assesses policy and rules used by different organizations.  
Recognizes how to contact an employer by telephone or letter.  
Recognizes the organization, policy and rules of a business.  
Recognizes how behavior and perceptions can influence Customer Relations.  
Recognizes defensive behavior in Customer Relations.  
Identifies the need for company IT policies as a preventative maintenance tool.

**D.12.3 Students will respect intellectual property rights.**

Recognizes how a co-operative education program works.  
Identifies the key legal aspects of protecting a business idea.  
Recognizes the aspects of obtaining information, generating ideas, starting a business and rewarding staff.  
Recognizes appropriate software use.  
Identifies the hardware and software requirements of applications.  
Investigates software and hardware compatibility issues.  
Identifies appropriate software required for given tasks.  
Investigates categories of software used by computers.

**D.12.4 Students will recognize the importance of intellectual freedom and access to information in a democratic society.**

Identifies sources of information to research possible careers.  
Identifies the resources available to new, developing and established businesses.  
Recognizes the resources and techniques used to improve the chance of entrepreneurial success.  
Recognizes aspects of business management, human resources and the motivations that fuel entrepreneurship.  
Recognizes the aspects of obtaining information, generating ideas, starting a business and rewarding

staff.

Recognizes how to use a Query to extract required information.

Use a Web Browser to search for selected information.

Extracts information about communications technology using a Web Browser.

Explores the benefits that new technology has brought to communication systems.

Explores the process of sending information across a microwave link.

Extracts information on communications from a portion of text.

Calculates number of books on loan for a computerized library system.

Locates information in a variety of media.

Selects information in text, audio and visual formats.

Extracts science and technology facts from an encyclopedia CD-ROM.

Extracts technical information from research material.

Classifies electronic devices as input devices, process devices or output devices and states an appropriate use for them.

Recognizes the contribution that electronics technology has made to society.

Examine methods for accessing shared files in a Windows 95/98 network.

Identifies security issues relating to file sharing in a Windows 95/98 network.

States procedures for sharing network resources in a peer-to-peer network.

Describes how URLs are used to access information on the World Wide Web.

Locates information about problems caused by computer viruses in a textbook.