

ND BUSINESS EDUCATION FRAMEWORKS

Communication Technologies

Course Code	Course Name/Description	Grade Levels	High School Credit Options
14028	<p>Communication Technologies: Students will study the history of the Internet, Internet safety and etiquette, appropriate research techniques, online communication, video conferencing, social networking, network security, and a study of e-business.</p> <p>Prerequisite: Keyboarding or equivalent skill</p>	9-12	1/2 or 1
Topic	Performance Expectation		
Impact of Technology	<ul style="list-style-type: none"> • Explain how decisions regarding education and work impact other major life decisions (3.5a.1.6) • Identify uses of technology in the home, school, workplace, and global society (7.1.1.2) (Level 1) • Explain how information technologies meet human needs and affects quality of life (7.1.1.3) (Level 1) • Describe the impact of technology on the knowledge and skills needed for success in the workplace (7.1.1.7) 		
Ethics, Plagiarism, Copyright	<ul style="list-style-type: none"> • Document properly both print and electronic digital sources to avoid plagiarism (4.3a.1.14) • Identify the impact of information technologies on the environment and society – both positive and negative (7.1.1.5) (Level 1) • Discuss copyright rules, creative commons, and regulations (e.g., images, music, video, software) (7.2.1.6) (Level 1) • Identify and explore basic privacy issues associated with technology (7.3.1.1) • Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use (7.3.1.6) • Explain the consequences of illegal and unethical use of information technologies (7.3.1.7) • Demonstrate legal and ethical behaviors when using information technologies (7.3.1.10) • Implement organization policies and procedures dealing with legal and ethical issues (7.3.1.18) • Demonstrate the appropriate and legal use of intellectual property (7.3.1.19) • Read, interpret, and adhere to software license agreements and legal mandates (7.3.1.20) • Analyze legal and ethical dilemmas within the framework of current laws and legislation (e.g., virus development, hacking, threats, phishing) (7.3.1.21) 		
Internet Safety	<ul style="list-style-type: none"> • Identify specific steps that should be taken by a victim of identity theft (5.16.1.26) • Identify the risks of information technology to personal health, safety, and privacy (7.1.1.6) (Level 1) • Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint cyberbullying) (7.3.1.2) 		

	<ul style="list-style-type: none"> • Discuss and apply Internet safety practices (7.3.1.4) • Discuss the process of safely buying and selling online (7.3.1.13)
Browsing and Web Research	<ul style="list-style-type: none"> • Identify appropriate sources of job leads (e.g., newspapers, trade journals, Internet job banks, and personal networking) (3.4c.1.6) • Use search procedures appropriate to type of information, nature of source, and nature of query (7.2.1.5) (Level 1) • Explain and use various Internet protocols (7.9.1.8) • Retrieve and use information from a database (7.10.1.1) (Level 1) • Define basic database terminology (7.10.1.2) (Level 1) • Identify the appropriate type of database for a particular situation (7.10.1.3) • Describe search strategies and use them to solve common information problems (7.10.1.6)
Networking and Security	<ul style="list-style-type: none"> • Identify aspects of global connectivity and its implications (7.3.1.11) • Research and analyze hosting and domain name solutions (7.9.1.11) • Identify and use basic networking resources (7.13.1.3) • Configure basic networking devices and security (7.13.1.5) • Identify and discuss privacy issues within an organization (7.15.1.1) • Analyze security, privacy, and risk management issues (7.15.1.5) • Implement procedures used to recover information from failures and security breaches (7.15.1.8) • Implement controls to prevent loss of integrity of data and other information sources (7.15.1.9)
Use of Technology	<ul style="list-style-type: none"> • Demonstrate video recording and editing abilities (4.1d.1.18) • Record, edit, and transfer audio files (4.1d.1.19) • Enhance documents through the use of advanced layout, design, and graphics (4.1d.1.25) • Produce projects that include a variety of media (e.g., images, text, video, web-based tools, and audio) (7.7.1.3) (Level 1)
Digital Etiquette and Communication	<ul style="list-style-type: none"> • Apply proper etiquette when communicating with technology (4.1d.1.13) • Select the proper technology tool to communicate information based on audience and context (4.1d.1.15) • Compose informal and formal messages using technology tools (4.1d.1.23) • Use techniques to protect confidential messages that are transmitted digitally (4.1d.1.31) (Level 4) • Explore the possibilities and perils of digital communications (7.3.1.3) • Demonstrate appropriate etiquette when using information technologies (7.3.1.12) • Select and apply digital media appropriate for specific tasks (7.8.1.2)
Social Networking	<ul style="list-style-type: none"> • Demonstrate appropriate interpersonal skills for working with and for others (3.3b.1.12) • Communicate effectively with social media applications (4.1d.1.3) (Level 1) • Use social media to effectively communicate with internal and external audiences (4.1d.1.24) • Use techniques to protect confidential messages that are transmitted digitally (4.1d.1.33) (Level 4)

	<ul style="list-style-type: none"> • Identify multiple methods to find job opportunities (4.5.1.8) • Describe how information technology changes social mores, including approaches toward work, family, school, and other cultures (7.1.1.4) (Level 1) • Identify and discuss privacy issues within an organization (7.15.1.1) (Level 1)
Collaboration	<ul style="list-style-type: none"> • Evaluate effectiveness of digital and spoken presentations (4.1a.1.10) • Participate in virtual conferences (4.1d.1.21) • Collaborate using technology to acquire needed expertise to solve specific business problems (4.1d.1.31) (Level 4) • Use asynchronous (different time, different place) and synchronous (same time, different place) collaboration tools (4.1d.1.32) (Level 4) • Analyze, and respond to complex business case studies (4.3b.1.24) (Level 4) • Analyze the effectiveness of information resources to support collaborative tasks, research, publications, communications, and increased productivity (7.2.1.11) • Describe the role and use of electronic communication tools (e.g., video- and computer- conferencing, webcasts, podcasting, and blogging) in international business activities (8.3d.1.4)
E-Business	<ul style="list-style-type: none"> • Analyze the components of an e-commerce site (6.4b.1.13) • Compare the advantages and disadvantages of conducting business on the Internet (6.7d.1.7) • Examine ways to establish a business on the Internet (6.7d.1.8) • Identify legal issues facing entrepreneurs who establish e-commerce sites (6.8b.1.10) • Design e-commerce solutions (7.9.1.21) • Differentiate between e-commerce and e-business (9.8c.1.3)