

# COMMUNICATION TECHNOLOGIES

MIS03 14028

*Students in Communication Technologies 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.*

**Credit** ½ OR 1 credit  
Max credit = 1

**Level** Grades 9-12

*-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.*

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Standard 3	<b><i>CAREER DEVELOPMENT</i></b>	
<b>STRATEGIC CAREER PLANNING</b>		
<b>Topic 3.1</b>	<b>Apply knowledge gained through individual assessment to develop a comprehensive set of goals and an individual career plan.</b>	
<b>Student Competencies</b>		
	<i>INDIVIDUAL CAREER PLAN</i>	
	3.1.29	Discuss the use of social media to develop a network of people who can assist in achieving career goals.
<b>CAREER READINESS EXPECTATIONS</b>		
<b>Topic 3.3</b>	<b>Relate the importance of career readiness skills to career development.</b>	
<b>Student Competencies</b>		
	<i>WORK ETHIC</i>	
	3.3.6	Discuss the appropriate use of social media in all areas of life.
	3.3.11	Describe the positive and negative impacts of technology/social networking on the workplace.
	<i>WORKPLACE COMMUNICATION AND COLLABORATION SKILLS</i>	
	3.3.39	Develop effective oral communication skills that include attentive and active listening and nonverbal communication skills.
	3.3.41	Demonstrate appropriate telephone and e-mail etiquette.
	3.3.42	Demonstrate correct grammar, spelling, and technical writing skills.

Standard 4	<b>COMMUNICATION</b>	
FOUNDATIONS OF COMMUNICATION		
Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.	
Student Competencies		
	TECHNOLOGY	
	4.1.47	Apply proper etiquette when communicating using technology.
	4.1.49	Select the most efficient and effective technology tool to communicate information based on audience and context.
	4.1.52	Demonstrate video recording and editing abilities.
	4.1.53	Record, edit, and transfer audio files.
	4.1.54	Use voice input and speech recognition tools.
	4.1.58	Use social media to communicate with internal and external audiences effectively.
	4.1.60	Identify ethical and legal issues regarding the use of digital information.
4.1.63	Identify and utilize techniques to protect confidential messages that are transmitted digitally.	
WRITTEN COMMUNICATION		
Topic 4.3	Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.	
Student Competencies		
	MECHANICS AND WRITING BASICS	
	4.3.4	Document properly both print and digital sources to avoid plagiarism.
	BUSINESS MESSAGES	
	4.3.27	Apply correct formats to various business messages.
SPOKEN COMMUNICATION		
Topic 4.4	Demonstrate professional speaking techniques and strategies.	
Student Competencies		
	PRESENTATIONS	
	4.4.24	Use multiple technology tools to deliver presentations.
	4.4.34	Use video recording as a tool to analyze and improve presentation delivery.

Standard 7	<b><i>INFORMATION TECHNOLOGY</i></b>	
<b>IMPACT ON SOCIETY</b>		
<b>Topic 7.1</b>	<b>Assess the impact of information technology in a diverse global society.</b>	
	<b>Student Competencies</b>	
	7.1.1	Describe the impact of technology on the knowledge and skills needed for success in the workplace.
<b>DIGITAL CITIZENSHIP</b>		
<b>Topic 7.3</b>	<b>Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.</b>	
	<b>Student Competencies</b>	
	7.3.2	Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying, cyberstalking, identity theft).
	7.3.4	Discuss and apply Internet safety practices.
	7.3.7	Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.
	7.3.8	Demonstrate respectful and responsible use and creation of media and technology.
	7.3.9	Demonstrate the appropriate and legal use of intellectual property.
	7.3.10	Demonstrate legal, inclusive, and ethical behaviors when using information technologies.
	7.3.12	Demonstrate appropriate etiquette when using information technologies.
	7.3.15	Recognize the importance of one’s digital footprint and manage it professionally.
<b>DIGITAL MEDIA</b>		
<b>Topic 7.8</b>	<b>Use, analyze, and create digital media.</b>	
	<b>Student Competencies</b>	
	7.8.5	Explore the impact of digital media on society.
<b>SECURITY AND RISK MANAGEMENT</b>		
<b>Topic 7.15</b>	<b>Design and implement security and risk management policies and procedures for information technology.</b>	
	<b>Student Competencies</b>	
	7.15.5	Identify and demonstrate good personal cybersecurity hygiene practices at home and work.
	7.15.6	Analyze security, privacy, and risk management issues.
	7.15.7	Identify potential risks to enterprise systems from physical or cyber threats.