

# Texas Essential Knowledge & Skills for Computers

Keyboarding										
	K	1	2	3	4	KB	6	7	BC	BM
<b>(1) The student applies the proper keyboarding technique to input data when using the computer or typewriter keyboard. The student is expected to:</b>										
(A) demonstrate correct posture and position at the keyboard;						*	*	*	*	*
(B) demonstrate proper care and operation of equipment used;						*	*	*	*	*
(C) demonstrate the correct touch-system techniques for operating alphabetic keys;						*	*	*	*	*
(D) demonstrate the correct touch-system techniques for operating numeric and symbol keys;						*	*	*	*	*
(E) demonstrate the correct touch-system techniques for operating the ten-key numeric pad; and						*	*	*	*	*
(F) demonstrate the correct use of the command and function keys.						*	*	*	*	*
<b>(2) The student formats and prints documents, for example, personal and business letters, short reports, outlines, and compositions. The student is expected to:</b>										
(A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material;						*	*	*	*	*
(B) demonstrate the ability to compose at the keyboard;						*	*	*	*	*
(C) demonstrate the ability to proofread;						*	*	*	*	*
(D) identify the parts of a personal and business letter;						*	*	*	*	*
(E) format personal and business letters and envelopes;						*	*	*	*	*
(F) format all pages of a report, including a title page, a reference page, and bibliography;						*	*	*	*	*
(G) format an outline; and						*	*	*	*	*
(H) demonstrate mastery of basic grammar, including use of punctuation marks, keying of numbers and symbols, and capitalization when composing.						*	*	*	*	*
<b>(3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:</b>										
(A) demonstrate improvement in speed and accuracy;						*	*	*	*	*
(B) demonstrate ability to proofread;						*	*	*	*	*
(C) demonstrate ability to use the backspace key and correct errors;						*	*	*	*	*
(D) apply speed and accuracy in production of documents; and						*	*	*	*	*
(E) demonstrate mastery of basic grammar, including use of punctuation marks and capitalization.						*	*	*	*	*
BCIS										
	K	1	2	3	4	KB	6	7	BC	BM
<b>(1) The student develops skills for success in the workplace. The student is expected to:</b>										
(A) locate and interpret written information;						*			*	*
(B) incorporate supplementary resources and references;						*			*	*
(C) demonstrate active listening through oral and written feedback;						*			*	*
(D) demonstrate productive work habits and attitudes, for example, dependability and punctuality; and						*			*	*
(E) organize ideas logically and sequentially.						*			*	*
<b>(2) The student selects appropriate technology to address business needs. The student is expected to:</b>										
(A) identify and explain the functions of various types of technology, hardware, and software used in business;						*			*	*
(B) explore functions of emerging technologies; and						*			*	*
(C) list available hardware and software most appropriate for specific tasks.						*			*	*
<b>(3) The student applies word processing technology. The student is expected to:</b>										
(A) identify customary styles of business documents;						*			*	*
(B) improve the touch-system skill using the keyboard and keypad to input data;						*			*	*
(C) utilize hardware and software flexibility needed to produce documents to address different computer applications;						*			*	*
(D) demonstrate basic writing techniques;						*			*	*
(E) edit a variety of written documents; and						*			*	*
(F) produce business documents, including:						*			*	*
(i) business letters;						*			*	*
(ii) business reports, integrating charts, and graphics;						*			*	*
(iii) research papers;						*			*	*
(iv) statistical data tables;						*			*	*
(v) newsletters; and						*			*	*
(vi) resumes.						*			*	*
<b>(4) The student applies spreadsheet technology. The student is expected to:</b>										
(A) perform correct mathematical processes, including:						*			*	*
(i) addition, subtraction, multiplication, and division;						*			*	*
(ii) percentages and decimals;						*			*	*
(iii) order of operations principle;						*			*	*
(iv) estimation; and						*			*	*
(v) prediction of patterns of data; and						*			*	*
(B) formulate and produce solutions to a variety of business problems, such as:						*			*	*
(i) budget, personal, and business;						*			*	*
(ii) payroll;						*			*	*
(iii) inventory;						*			*	*
(iv) invoices;						*			*	*
(v) balance sheets;						*			*	*
(vi) profit-loss statements;						*			*	*
(vii) income tax preparation;						*			*	*

(viii) charts and graphs; and								*			*	*							
(ix) conversion of foreign currencies.								*			*	*							
<b>(5) The student applies database technology. The student is expected to:</b>																			
(A) differentiate the nature and interrelationships of fields, records, and files in databases;								*			*	*							
(B) perform data management procedures, including:								*			*	*							
(i) locate, sort, and organize data;								*			*	*							
(ii) search and query data;								*			*	*							
(iii) retrieve data; and								*			*	*							
(iv) export and import data; and								*			*	*							
(C) produce and analyze business reports.								*			*	*							
<b>(6) The student exchanges information via telecommunications technology with appropriate supervision. The student is expected to:</b>																			
(A) identify and describe the different components of the telecommunications industry;								*			*	*							
(B) send and receive information using electronic methods, such as mail, image transfer, remote bulletin board access, access of on-line information services, and emerging technologies;								*			*	*							
(C) evaluate telecommunications methods for specific business needs, including:								*			*	*							
(i) cost (locally, nationally, and internationally);								*			*	*							
(ii) convenience; and								*			*	*							
(iii) availability; and								*			*	*							
(D) model acceptable telecommunications ethics and etiquette and follow guidelines and laws.								*			*	*							
<b>(7) The student applies desktop publishing technology. The student is expected to:</b>																			
(A) identify technologies available for desktop publishing;								*			*	*							
(B) identify customary standards and styles of desktop publishing;								*			*	*							
(C) create desktop publications importing text and graphics; and								*			*	*							
(D) create an instructional manual.								*			*	*							
<b>(8) The student applies presentation management technology. The student is expected to:</b>																			
(A) identify the guidelines for using graphics, fonts, and special effects in presentations;								*			*	*							
(B) analyze the effectiveness of multimedia presentations; and								*			*	*							
(C) determine the appropriate technology to create and deliver an effective presentation.								*			*	*							
<b>(9) The student identifies the concepts of a computer network. The student is expected to:</b>																			
(A) describe the components necessary to establish a network;								*			*	*							
(B) describe the factors influencing the selection of a networking system; and								*			*	*							
(C) compare the resources available on various types of networks.								*			*	*							
<b>(10) The student analyzes computer operating systems and emerging technologies. The student is expected to:</b>																			
(A) describe various types of operating systems, environments, and utilities;								*			*	*							
(B) compare the functions and features of different operating systems, environments, and utilities; and								*			*	*							
(C) demonstrate operating system commands.								*			*	*							
<b>BIMM</b>																			
									<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>KB</b>	<b>6</b>	<b>7</b>	<b>BC</b>	<b>BM</b>	
<b>(1) The student demonstrates proficiency in developing professional oral and visual communication skills. The student is expected to:</b>																			
(A) translate and interpret audio and visual materials such as charts, graphs, pictures, and maps for use in production development; and														*					*
(B) design and make audio-visual business presentations, including:														*					*
(i) sales;														*					*
(ii) reports;														*					*
(iii) proposals; and														*					*
(iv) demonstrations.														*					*
<b>(2) The student researches and develops a presentation addressing a changing business environment. The student is expected to:</b>																			
(A) research the impact of technology on business;														*					*
(B) research the effects of a changing business environment; and														*					*
(C) develop a factual multimedia presentation based on research data.														*					*
<b>(3) The student demonstrates use of a presentation system. The student is expected to:</b>																			
(A) identify the components and types of multimedia presentations;														*					*
(B) analyze the effectiveness of layout, color, special effects, and media objects in text documents and multimedia presentations;														*					*
(C) import graphics, sound, and video objects into text documents and presentations, using CD-ROM, World Wide Web, and other on-line services with appropriate supervision;														*					*
(D) apply the appropriate medium for documents and presentations;														*					*
(E) implement workplace standard technology for multimedia presentations;														*					*
(F) integrate media devices into document and presentation preparation; and														*					*
(G) research a topic and produces a multimedia presentation.														*					*
<b>(4) The student demonstrates image management procedures. The student is expected to:</b>																			
(A) identify and demonstrate image management procedures;														*					*
(B) analyze the cost and availability of integrating image management technology; and														*					*
(C) manipulate text, graphics, and other electronic images for business document production.														*					*
<b>(5) The student applies a publishing system. The student is expected to:</b>																			
(A) adhere to workplace standard technology for publishing; and														*					*
(B) produce documents using advanced standards and styles of publishing, including:														*					*
(i) watermarks;														*					*
(ii) mastheads;														*					*

(iii) perspectives;						*				*
(iv) special effects; and						*				*
(v) transformation; and						*				*
(C) demonstrate the use of various electronic publishing systems, including:						*				*
(i) web publishing; and						*				*
(ii) desktop publishing.						*				*