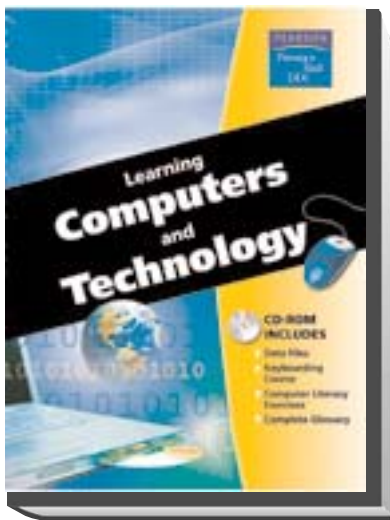


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OKLAHOMA BUSINESS, MARKETING & INFORMATION TECHNOLOGY FUNDAMENTALS SKILLS STANDARDS	PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s))
DUTY A: Identify Types of Computers, How They Process Information, and How Individual Computers Interact With Other Computing Systems and Devices	
A.01 Categorize types of computers based on their size, power, and purpose	
A.02 Identify types of microcomputers	
A.03 Identify other types of computing devices	
A.04 Identify the role of the central processing unit	
A.05 Identify how the speed of the microprocessor is measured	
A.06 Identify the role of types of memory and storage and the purpose of each, including RAM, ROM, and CD ROMs	
A.07 Identify concepts related to how memory is measured, including bits, bytes, and megabytes	
A.08 Identify the flow of information between storage devices (such as floppy or hard disks) to the microprocessor and RAM in relation to everyday computer operations	SE: 5-6, 10-11 TM: 1
A.09 Identify the differences between large systems and desktop computers and appropriate uses for large vs. small systems	
A.10 Identify that computers integrate into larger systems in a variety of ways	
A.11 Identify how computers share data, files, hardware, and software	SE: 49, 190 TM: 11, 44
DUTY B: Identify the Function of Computer Hardware Components	
B.01 Identify the types and purposes of external computer components, including standard input and output devices	

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B.02 Identify the types and purposes of internal computer components	
B.03 Identify the types and purposes of specialized input devices (e.g. digital cameras and touch screens)	
B.04 Identify the types and purposes of specialized output devices (e.g. projectors)	
B.05 Identify the types and purposes of storage media (e.g. DVDs and network drives)	SE: 47, 439-440 TM: 11, 120
B.06 Identify ports used to connect input and output devices to a computer (e.g. USB ports and Ethernet ports)	
B.07 Identify how hardware devices are installed on a computer system	
DUTY C: Identify the Factors That Go Into an Organizational Decision on How to Purchase Computer Equipment	
C.01 Identify criteria for selecting a personal computer	
C.02 Identify factors that affect computer performance	SE: 54, 125, 194 TM: 12, 30, 45
C.03 Identify hardware and software considerations when purchasing a computer	
C.04 Identify other factors that go into decisions to purchase a computer including warranties and support agreements	
DUTY D: Identify How to Maintain Computer Equipment and Solve Common Problems Relating to Computer Hardware	
D.01 Identify how to protect computer hardware from theft or damage	

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D.02 Identify factors that can cause damage to computer hardware or media (e.g. heat and humidity)	
D.03 Identify how to protect computer hardware from fluctuation in the power supply, power outages, and other electrical issues	
D.04 Identify common problems associated with computer hardware such as inoperable hardware devices	
D.05 Identify common problems that can occur if hardware is not maintained properly	
D.06 Identify maintenance that can be performed routinely by users such as cleaning and defragmenting hard drives	
D.07 Identify maintenance that should ONLY be performed by experienced professionals	
D.08 Identify the steps required to solve computer-related problems	
DUTY E: Identify How Software and Hardware Work Together to Perform Computing Tasks, and How Software is Developed and Upgraded	
E.01 Identify how hardware and software interact	
E.02 Identify simple terms and concepts related to the software development process	
E.03 Identify issues relating to software upgrades such as pros and cons, and methods to upgrade	

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DUTY F: Identify Different Types of Software, General Concepts Relating to Software Categories, and the Tasks to Which Each Type of Software is Most Suited or Not Suited	
F.01 Identify fundamental concepts relating to word processing and common uses for word processing applications	SE: 18-19, 23-24, 26-27, 31, 34, 37-38, 47-48, 76-78, 81-83, 85-86, 89-91, 94-96, 101-103, 107, 112, 116-118, 133, 138-141, 146-148, 153-154, 157-158, 165-166, 172-173, 178-179, 184-185, 190, 446, 456-465 TM: 3, 4, 5, 6, 7, 8, 11, 20, 21, 22, 23, 24, 25, 26, 28, 29, 34, 35, 36, 37, 38, 40, 42, 43, 44, 122, 124, 127
F.02 Identify fundamental concepts relating to spreadsheets and common uses for spreadsheet applications	SE: 208-210, 213-214, 218-219, 223, 226, 232, 242-243, 246-247, 249, 251-253, 255-256, 262-263, 266-267, 269, 273-274, 278-280, 284, 288, 291, 293-294, 297-298, 308-310, 315-317, 320-321, 324, 327, 331-332, 337, 342, 347-349, 353-354, 356, 359-360, 368-369, 372-373, 378-380, 384-385, 393-394, 482-484 TM: 32, 52, 53, 54, 55, 57, 61, 62, 63, 64, 65, 67, 68, 69, 71, 73, 74, 75, 77, 78, 79, 83, 84, 85, 86, 88, 89, 90, 92, 93, 94, 95, 96, 97, 98, 99, 100, 104, 134
F.03 Identify fundamental concepts relating to presentation software and common uses for presentation applications	SE: 398-400, 405-406, 410-411, 415-416, 419-420, 442-443, 446-447, 449-452, 460-461, 470-473, 478-479, 488-491, 498-499, 503, 520-521, 525, 544-545, 555-556, 565-566, 565, 571, 633-636, 653-656 TM: 106, 108, 109, 110, 111, 121, 122, 123, 125, 130, 133, 135, 137, 138 144, 145, 155, 158, 179, 185
F.04 Identify fundamental concepts relating to databases and common uses for database applications	SE: 586-588, 592-593, 596-597, 604-605, 612-616, 617-619, 622-625, 629-630, 639-640, 643-645, 660-662, 668-670, 684-687, 692, 695, 705-706 TM: 166-167, 168, 169, 172, 174, 175, 176-177, 178, 180, 181, 186, 187, 192, 193, 194, 197

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F.05 Identify fundamental concepts relating to graphic and multimedia programs and common uses for graphic or multimedia software	SE: 47-45, 446-447, 449, 518, 520, 552, 561-564, 579-580, 581-582 TM: 8, 127, 123, 142, 144, 154, 157, 1663, 164
F.06 Identify the types and purposes of different utility programs	
F.07 Identify other types of software	
F.08 Identify how to select the appropriate application(s) for a particular purpose, and problems that can arise if the wrong software product is used for a particular purpose	
DUTY G: Identify What an Operating System Is and How It Works, and Solve Common Problems Related to Operating Systems	
G.01 Identify the purpose of an operating system, and the difference between operating system and application software	
G.02 Identify different operating systems including DOS, Windows, and Macintosh	
G.03 Identify the difference between interacting with character-based and graphical operating systems	
G.04 Identify the capabilities and limitations imposed by the operating system	
G.05 Identify and solve common problems related to operating systems	
DUTY H: Manipulate and Control the Windows Desktop, Files, and Disks	
H.01 Identify elements of the Windows desktop	
H.02 Manipulate windows such as minimizing windows	SE: 7-8, 14 TM: 1
H.03 Shut down, logoff, and restart the computer	

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H.04 Use the Windows Start menu and Taskbar	SE: 21, 29, 32, 39, 45, 51, 55, 59, 63, 69, 71, 73, 80, 84, 88, 92, 99, 105, 108, 110, 114, 120, 132, 135, 144, 150, 156, 163, 169, 174, 176, 182, 187, 191, 197, 200, 203, 206, 212, 216, 220, 224, 271, 275, 276, 281, 285, 287, 289, 292, 296, 301, 302, 304, 305, 313, 318, 322, 325, 329, 334, 338, 343, 345, 351, 355, 357, 366, 370, 375, 382, 385, 387, 389, 391, 394, 396, 403, 408, 414, 417, 421, 423, 425, 427, 429, 432, 434, 436, 437, 445, 447, 455, 458, 462, 463, 467, 468, 469, 476, 481, 485, 488-491, 496, 500, 552, 553, 557, 559, 563, 567, 584, 591, 594, 601, 603, 607, 608, 616, 621, 628, 632, 638, 642, 646, 647, 649, 651, 653, 658, 665, 672, 674, 676, 680, 682, 689, 693, 700, 701, 703, 707 TM: 3, 5, 6, 8, 10, 11, 12, 13, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 46, 47, 49, 50, 51, 52, 53, 54, 70, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 121, 122, 123, 124, 125, 127, 128, 129, 130, 133, 134, 135, 137, 154, 155, 156, 157, 158, 165, 168, 171, 172, 173, 174, 175, 176-177, 179, 180, 181, 182, 185, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197
H.05 Manipulate desktop folders and icons	

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OKLAHOMA BUSINESS, MARKETING & INFORMATION TECHNOLOGY FUNDAMENTALS SKILLS STANDARDS	PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s))
H.06 Manage files using the Windows Explorer/File Manager	SE: 35, 39, 43, 45, 51, 55, 59, 61, 63, 67, 69, 71, 73, 88, 92, 99, 105, 110, 120, 121, 127, 129, 131, 135, 144, 150, 163, 169, 176, 182, 187, 191, 197, 199, 201, 203, 205, 221, 224, 227, 230, 233, 235, 237, 239, 245, 254, 258, 260, 265, 271, 275, 276, 281, 285, 287, 289, 296, 301, 302, 304, 305, 313, 318, 322, 329, 334, 338, 351, 362, 366, 370, 375, 382, 385, 387, 389, 391, 393, 394, 396, 403, 408, 414, 417, 421, 423, 425, 427, 429, 431, 433, 435, 437, 439, 445, 447, 458, 463, 467, 468, 469, 475, 477, 481, 485, 496, 500, 504, 510, 512, 518, 519, 526, 528, 530, 532, 534, 536, 539, 541, 550, 553, 557, 559, 567, 569, 573, 577, 579, 581, 583, 591, 598, 601, 603, 607, 608, 616, 621, 628, 632, 638, 642, 648, 651, 658, 665, 674, 676, 679, 681, 693, 701, 703, 707 TM: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 22, 23, 24, 25, 27, 29, 30-31, 32, 33, 34, 35, 36, 38, 40, 41, 42, 43, 44, 46, 47, 48, 49, 50, 51, 53, 54, 55, 56, 57, 58, 59, 60, 61, 65, 66, 67, 70, 71, 72, 73, 74, 75, 76, 78, 79, 80, 81, 82, 83, 84, 85, 86, 89, 92, 95, 96, 97, 98, 99, 100, 110, 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 124, 126, 127, 128, 129, 130, 132, 133, 134, 135, 137, 138, 139, 141, 142, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 159, 160, 161, 163, 164, 165, 166-167, 169, 170, 171, 172, 173, 174, 175, 176-177, 178, 180, 182, 184, 185, 186, 188, 189, 190, 191, 193, 195, 196, 197
H.07 Identify precautions one should take when manipulating files including using standardized naming conventions	
H.08 Solve common problems associated with working with files	
DUTY I: Identify How to Change System Settings, Install, and Remove Software	
I.01 Display control panels	

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I.02 Identify different control panel settings	
I.03 Change simple control panel settings such as date and time settings	
I.04 Display and update a list of installed printers	
I.05 Identify precautions regarding changing system settings	
I.06 Install software including installing updates from online sources	
I.07 Identify common problems associated with installing and running applications	
DUTY J: Be Able to Start and Exit a Windows Application, and Utilize Sources of Online Help	
J.01 Start a Windows application	SE: 3, 10, 21, 29, 32, 39, 45, 51, 55, 59, 63, 69, 71, 73, 80, 84, 88, 92, 99, 105, 108, 110, 114, 120, 132, 135, 144, 150, 156, 163, 169, 174, 176, 182, 187, 191, 197, 200, 203, 206, 212, 216, 220, 224, 227, 230, 235, 245, 248, 250, 254, 258, 260, 265, 268, 271, 275, 276, 281, 285, 287, 289, 292, 296, 301, 302, 304, 305, 313, 318, 322, 325, 329, 334, 338, 343, 345, 351, 355, 357, 382, 366, 370, 375, 382, 385, 387, 389, 391, 394, 396, 403, 408, 414, 417, 421, 423, 425, 427, 429, 432, 434, 436, 437, 445, 447, 455, 458, 462, 463, 467, 468, 469, 476, 481, 485, 488-491, 496, 500, 552, 553, 557, 559, 563, 567, 584, 591, 594, 607, 601, 603, 607, 608, 616, 621, 628, 632, 638, 642, 646, 647, 649, 651, 653, 658, 665, 672, 674, 676, 676, 680, 682, 689, 693, 700, 701, 703, 707 TM: 1-2, 3, 5, 6, 8, 9, 11, 12, 3, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 49, 50, 51, 52, 53, 54, 55, 56, 58, 61, 62, 63, 64, 65, 66, 67, 68, 69

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J.02 Exit a Windows application	SE: 2, 21, 25, 30, 33, 36, 46, 55, 60, 64, 70, 72, 74, 80, 84, 88, 92, 99, 105, 108, 110, 121, 132, 136, 145, 151, 156, 163, 169, 174, 177, 182, 187, 198, 200, 204, 206, 212, 216, 220, 224, 228, 231, 236, 238, 240, 245, 248, 250, 254, 259, 261, 265, 268, 270, 271, 275, 276, 281, 285, 288, 290, 292, 296, 301, 303, 304, 306, 313, 323, 326, 329, 339, 343, 345, 352, 358, 382, 366, 370, 375, 382, 385, 386, 388, 390, 391, 392, 395, 396, 404, 409, 414, 418, 421, 424, 426, 428, 430, 432, 434, 436, 438, 446, 447, 455, 458, 468, 462, 463, 467, 469, 476, 477, 481, 485, 497, 501, 505, 513, 523, 577, 529, 533, 535, 540, 542, 523, 550, 553, 558, 559, 564, 568, 574, 584, 591, 594, 602, 603, 607, 609, 616, 621, 628, 632, 638, 642, 646, 648, 650, 652, 658, 665, 672, 675, 677, 680, 682, 689, 694, 700, 704, 708
J.03 Identify and prioritize help resources, including online help within software and contacting a help desk	
J.04 Use various forms of automated help 3/3	
DUTY K: Identify Common On-Screen Elements of Windows Applications, Change Application Settings, and Manage Files Within an Application	
K.01 Identify on-screen elements common to Windows applications (e.g. menus, toolbars and document windows)	SE: 2-16
K.02 Display or hide toolbars	SE: 575
K.03 Switch between open documents	SE: 8
K.04 Change views	SE: 495, 588, 616, 755*756
K.05 Change magnification levels	SE: 14

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K.06 Create files	SE: 3, 10, 21, 29, 32, 39, 45, 51, 55, 59, 63, 69, 71, 73, 80, 84, 88, 92, 99, 105, 108, 110, 114, 120, 132, 135, 144, 150, 156, 163, 169, 174, 176, 182, 187, 191, 197, 200, 203, 206, 212, 216, 220, 224, 227, 230, 235, 245, 248, 250, 254, 258, 260, 265, 268, 271, 275, 276, 281, 285, 287, 289, 292, 296, 301, 302, 304, 305, 313, 318, 322, 325, 329, 334, 338, 343, 345, 351, 355, 357, 382, 366, 370, 375, 382, 385, 387, 389, 391, 394, 396, 403, 408, 414, 417, 421, 423, 425, 427, 429, 432, 434, 436, 437, 445, 447, 455, 458, 462, 463, 467, 468, 469, 476, 481, 485, 488-491, 496, 500, 552, 553, 557, 559, 563, 567, 584, 591, 594, 607, 601, 603, 607, 608, 616, 621, 628, 632, 638, 642, 646, 647, 649, 651, 653, 658, 665, 672, 674, 676, 676, 680, 682, 689, 693, 700, 701, 703, 707 TM: 1-2, 3, 5, 6, 8, 9, 11, 12, 3, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 49, 50, 51, 52, 53, 54, 55, 56, 58, 61, 62, 63, 64, 65, 66, 67, 68, 69

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K.07 Open files within an application and from the Windows desktop; identify file extensions including .xls or .doc	SE: 3, 10, 21, 29, 32, 39, 45, 51, 55, 59, 63, 69, 71, 73, 80, 84, 88, 92, 99, 105, 108, 110, 114, 120, 132, 135, 144, 150, 156, 163, 169, 174, 176, 182, 187, 191, 197, 200, 203, 206, 212, 216, 220, 224, 227, 230, 235, 245, 248, 250, 254, 258, 260, 265, 268, 271, 275, 276, 281, 285, 287, 289, 292, 296, 301, 302, 304, 305, 313, 318, 322, 325, 329, 334, 338, 343, 345, 351, 355, 357, 382, 366, 370, 375, 382, 385, 387, 389, 391, 394, 396, 403, 408, 414, 417, 421, 423, 425, 427, 429, 432, 434, 436, 437, 445, 447, 455, 458, 462, 463, 467, 468, 469, 476, 481, 485, 488-491, 496, 500, 552, 553, 557, 559, 563, 567, 584, 591, 594, 607, 601, 603, 607, 608, 616, 621, 628, 632, 638, 642, 646, 647, 649, 651, 653, 658, 665, 672, 674, 676, 676, 680, 682, 689, 693, 700, 701, 703, 707 TM: 1-2, 3, 5, 6, 8, 9, 11, 12, 3, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 49, 50, 51, 52, 53, 54, 55, 56, 58, 61, 62, 63, 64, 65, 66, 67, 68, 69

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K.08 Save files in specified locations/formats	SE: 2, 21, 25, 30, 33, 36, 46, 55, 60, 64, 70, 72, 74, 80, 84, 88, 92, 99, 105, 108, 110, 121, 132, 136, 145, 151, 156, 163, 169, 174, 177, 182, 187, 198, 200, 204, 206, 212, 216, 220, 224, 228, 231, 236, 238, 240, 245, 248, 250, 254, 259, 261, 265, 268, 270, 271, 275, 276, 281, 285, 288, 290, 292, 296, 301, 303, 304, 306, 313, 323, 326, 329, 339, 343, 345, 352, 358, 382, 366, 370, 375, 382, 385, 386, 388, 390, 391, 392, 395, 396, 404, 409, 414, 418, 421, 424, 426, 428, 430, 432, 434, 436, 438, 446, 447, 455, 458, 468, 462, 463, 467, 469, 476, 477, 481, 485, 497, 501, 505, 513, 523, 577, 529, 533, 535, 540, 542, 523, 550, 553, 558, 559, 564, 568, 574, 584, 591, 594, 602, 603, 607, 609, 616, 621, 628, 632, 638, 642, 646, 648, 650, 652, 658, 665, 672, 675, 677, 680, 682, 689, 694, 700, 704, 708 TM: 1-2, 3, 4, 5, 7, 10, 12, 13, 15, 17, 18, 19, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 47, 49, 50, 51, 52, 53, 55, 56, 59, 60, 61, 62, 64, 66, 68, 70, 72, 73, 74, 75, 76, 78, 79, 80, 81, 83, 85, 86, 87, 89, 90, 91, 92, 95, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 114, 115, 117, 118, 119, 120, 122, 123, 124, 128, 126, 127, 129, 132, 134, 137, 138, 141, 144, 146, 148, 149, 150, 152, 153, 155, 156, 158, 160, 161, 163, 165, 166-167, 168, 169, 170, 171, 172, 173, 174, 175, 176-177, 178, 179, 180, 181, 182, 184, 185, 186, 187, 188, 190, 191, 192, 193, 194, 196, 197
K.09 Close files	SE: 7, 9, 16 TM: 1-2
K.10 Identify and solve common problems relating to working with files (e.g. product or version incompatibility)	
DUTY L: Perform Common Editing and Formatting Functions	
L.01 Navigate around open files using scroll bars, keyboard shortcuts, etc.	SE: 2-5, 8 TM: 1-2

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L.02 Insert text and numbers in a file	SE: 11 TM: 1-2
L.03 Perform simple editing (e.g. cut, copy and move information)	SE: 24-25, 31-33 TM: 4, 6
L.04 Use the Undo, Redo, and Repeat commands	SE: 7, 12 TM: 1-2
L.05 Find information	SE: 138-139, 142-143 TM: 35
L.06 Replace information	SE: 138-139, 142-143 TM: 35
L.07 Check spelling	SE: 3, 7, 13-14, 99, 140, 143 TM: 1-2, 24, 35
L.08 Perform simple text formatting	SE: 81-82 TM: 21
L.09 Insert pictures into a file	SE: 66-70, 76-80 TM: 16, 20
L.10 Modify pictures in a file	
L.11 Add drawn objects into a file, including creating and modifying objects	SE: 65-68, 69-70, 184-189, 205-206, 458-459, 460-462, 463-464 TM: 16, 17, 43, 50, 123, 125, 126
DUTY M: Perform Common Printing Functions	
M.01 Format a document for printing	SE: 18-22 TM: 3
M.02 Preview a file before printing	SE: 15 TM: 1-2
M.03 Print files, specifying common print options	SE: 15 TM: 1-2
M.04 Manage printing and print jobs	

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M.05 Identify and solve common problems associated with printing	
DUTY N: Be Able to Format Text and Documents Including the Ability to Use Automatic Formatting Tools	
N.01 Identify on-screen formatting information, including breaks, paragraph markers etc.	
N.02 Select word, line, paragraph, document	SE: 12 TM: 1
N.03 Change line and paragraph spacing	SE: 184, 186 TM: 43
N.04 Indent text	SE: 178-182 TM: 42
N.05 Create and modify bulleted and numbered lists	SE: 20, 50, 149 TM: 3, 11, 36
N.06 Use outline structure to format a document	SE: 517, 577 TM: 142, 161
N.07 Insert symbols/special characters	SE: 23-24, 101-102, 138-144, 151 TM: 4, 25, 35, 36
N.08 Insert date and time	SE: 148-149 TM: 36
N.09 Insert, view, and print document comments	
N.10 Display the ruler	SE: 83 TM: 21
N.11 Use tabs	SE: 37-39 TM: 8
N.12 Insert and delete a page break or section break	SE: 365, 456-459 TM: 96, 124
N.13 Insert, modify, and format page numbers	

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OKLAHOMA BUSINESS, MARKETING & INFORMATION TECHNOLOGY FUNDAMENTALS SKILLS STANDARDS	PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s))
N.14 Create, modify, and format headers and footers	SE: 70 TM: 18
N.15 Create, modify, and format footnotes and endnotes	
N.16 Apply borders and shading to text paragraphs	SE: 81, 180 TM: 21, 42
N.17 Create, modify, and apply styles	SE: 80-91, 278-279, 281, 465-466, 630 TM: 20, 73, 127, 178
N.18 Copy formatting (Format Painter)	SE: 213-214, 216, 331-332, 379 TM: 52, 88, 99
N.19 Use language tools	
N.20 Use track changes in a document	
N.21 Display document statistics	SE: 112, 114 TM: 28
DUTY O: Be Able to Insert, Edit, and Format Tables in a Document	
O.01 Create a table	SE: 81-88 TM: 21
O.02 Insert and edit data in a table	SE: 81-88 TM: 21
O.03 Modify table structure	SE: 81-88 TM: 21
O.04 Format tables	SE: 81-88 TM: 21
O.05 Sort data in a table	
DUTY P: Be Able to Modify Worksheet Data and Structure, and Format Data in a Worksheet	
P.01 Identify how a table of data is organized in a spreadsheet	SE: 210-211 TM: 51

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P.02 Select information with the keyboard and mouse including selecting rows, columns, and worksheets	SE: 210-211, 266-268 TM: 51, 68
P.03 Insert and modify data	SE: 212, 216-217, 221-222, 224-225, 227-229, 230-231, 235-236, 237-238, 239-240, 245, 248, 254, 258, 259, 260-261, 265, 268, 270, 271-272, 275-277, 320-323 TM: 51, 52, 53, 54, 55, 56, 58, 59, 60, 61, 62, 65, 66, 67, 68, 69, 70, 71, 85
P.04 Modify table structure	SE: 208-212, 213-217 TM: 51, 52
P.05 Identify and change number formats, including currency, date and time, and percentage formats	SE: 223-224, 246-248, 311 TM: 54, 61, 83
P.06 Apply borders and shading to cells	SE: 213-217 TM: 52
P.07 Specify cell alignment (e.g. wrapping text within a cell)	SE: 249-250, 269-270, 331-332 TM: 63, 69, 88
P.08 Apply table AutoFormats	SE: 273-275 TM: 71
DUTY Q: Be Able to Sort Data, Manipulate Data Using Formulas and Functions, and Add and Modify Charts in a Worksheet	
Q.01 Sort worksheet data	SE: 262-265, 304, 321, 331 TM: 67, 81, 85, 88
Q.02 Demonstrate an understanding of absolute vs. relative cell addresses	SE: 251-253 TM: 64
Q.03 Insert arithmetic formulas into worksheet cells	SE: 219-220, 238, 239, 242-243, 245, 315-319 TM: 53, 59, 60, 61, 84
Q.04 Demonstrate how to use common worksheet functions (e.g. SUM, AVERAGE and COUNT)	SE: 219-220, 238, 239, 252-254 TM: 53, 59, 60, 64

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Q.05 Insert formulas that include worksheet functions into cells	SE: 239-240, 242-243, 245, 252-259, 260-261 TM: 60, 61, 64, 66
Q.06 Modify formulas and functions	SE: 239-240, 242, 260-261, 293-298 TM: 60, 61, 66, 78
Q.07 Use AutoSum	SE: 209, 211, 212, 253, 316-318 TM: 51, 64, 84
Q.08 Identify common errors made when using formulas and functions	SE: 483 TM: 99
Q.09 Draw simple conclusions based on tabular data in a worksheet	SE: 225, 304, 305, 338-339 TM: 54, 79, 82, 89
Q.10 Insert and modify charts in a worksheet	SE: 218-222, 223-225, 226, 275-283, 284-288, 289-290, 291-292, 297-301, 308-314, 327-330, 331-336, 337-340 TM: 53, 54, 55, 71, 74, 76, 77, 79, 83, 87, 88, 89
Q.11 Be able to identify if a presented chart accurately represents worksheet data shown in a table	SE: 218-222, 223-225, 226, 255-259 TM: 53, 54, 55, 65
Q.12 Identify appropriate chart types for presenting different types of information	SE: 218-222, 223-225, 226, 255-259 TM: 53, 54, 55, 65
DUTY R: Be Able to Perform Basic Database Operations	
R.01 Design/modify a database	SE: 586-591, 592-595, 596-599, 603, 607, 612-616, 643-648, 660-667, 684-691, 705-708 TM: 166-167, 168, 169, 171, 174, 181, 186, 192, 197
R.02 Open options	SE: 612-616 TM: 174
R.03 Print options	SE: 662-664, 665-667 TM: 186

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R.04 Add/delete/edit records	SE: 614, 616, 675 TM: 174, 188
R.05 Create reports/forms using calculated fields	SE: 629-632, 662-664, 665-667, 676-678, 697-700, 702 TM: 176-177, 186, 189, 194, 195
R.06 Close database/exit program	SE: 613, 616, 665, 675, 702 TM: 174, 186, 188, 195
R.07 Perform queries	SE: 617-621, 622-624, 628, 668-675, 680, 693, 695-698, 702 TM: 175, 176-177, 187, 190, 193, 194, 195
DUTY S: Demonstrate Knowledge of Graphics Software	
S.01 Vector objects	SE: 47-52, 76, 96, 99, 113-115, 157, 184-189 TM: 11, 20, 24, 28, 38, 43
S.02 Lines and curves	SE: 429-430 TM: 115
S.03 Fills, blends, and gradients	SE: 446-448, 468 TM: 122, 128
S.04 Front/back layering	
S.05 Text manipulation	SE: 429-430 TM: 115
S.06 Bitmap/jpeg images	SE: 79 TM: 23
S.07 Paint effects	
S.08 Paintbrush type, shade, and ink	
S.09 Area textures and patterns	
S.10 Selective image manipulation	SE: 453-455 TM: 121

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S.11 Photo-image processing	SE: 79 TM: 20
S.12 File format conversion	
S.13 Animation	SE: 405-409 TM: 82
DUTY T: Be Able to Create and Format Simple Presentations	
T.01 Identify effective design principles for simple presentations	SE: 398-399, 401-402, 404, 408, 421, 424-426, 428, 432, 434, 436-438, 449, 451-453, 468, 488, 490, 495-496, 500, 504, 510, 513, 527, 529, 555-557, 633, 635-637 TM: 102, 106, 108, 111, 112, 114, 116, 118, 123, 126, 135, 137, 138, 139, 141, 145, 146, 155, 179
T.02 Manage slides (e.g. delete a slide)	SE: 420, 489, 491, 496-497, 499-501 TM: 111, 135, 137
T.03 Add information to a slide	SE: 488-497 TM: 135
T.04 Change slide view	SE: 399-400, 402-403 TM: 106
T.05 Change slide layout	SE: 450-451, 453, 489 TM: 123, 135
T.06 Modify a slide background	SE: 411, 413, 414, 415-417 TM: 109, 110
T.07 Assign transitions to slides	SE: 400, 402, 416 TM: 106, 110
T.08 Change the order of slides in a presentation	SE: 500-501 TM: 137
T.09 Create different output elements (speaker's notes, handouts, etc.)	SE: 416-417 TM: 110

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T.10 Preview the slide show presentation	SE: 475-476 TM: 130
T.11 Navigate an on-screen slide show	SE: 476, 502 TM: 130, 138
DUTY U: Identify Network Fundamentals, and the Benefits and Risks of Network Computing	
U.01 Identify terminology relating to telecommunications, network, and the Internet	SE: 47, 60 TM: 11, 13
U.02 Identify types of networks	
U.03 Identify how networks work	
U.04 Identify benefits of networked computing	
U.05 Identify the risks of networked computing	
U.06 Identify fundamental principles of security on a network	
DUTY V: Identify the Relationship Between Computer Networks, Other Communications Networks (like the Telephone Network), and the Internet	
V.01 Identify the different ways the telephone system is used to transmit information ½	
V.02 Identify that telecommunication devices such as modems convert information from analog to digital, and digital to analog formats	
V.03 Identify the units used to measure data transmission rates	
V.04 Identify the Internet as a "super network" of smaller computer networks, and that computers connect to the Internet via the "onramp" of a smaller computer network	
V.05 Identify the hardware and software required to connect to the Internet	

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V.06 Identify different types of Internet connections and the advantages and disadvantages of each connection type	
V.07 Identify the roles and responsibilities of an Internet Service Provider (ISP)	
DUTY W: Identify How Electronic Mail Works	
W.01 Identify how electronic mail works on a network and on the Internet	SE: 63-64, 125, 507 TM: 15, 30, 139
W.02 Identify the components of an electronic mail message	SE: 41-44, 53-57, 125-130, 192-196 TM: 9, 12, 30, 45
W.03 Identify the components of an electronic mail address	SE: 194 TM: 45
W.04 Identify when to use different electronic mail options	SE: 125-130, 192-196 TM: 30-31, 45
W.05 Identify different ways electronic mail is accessed	SE: 125-130, 192-196 TM: 30-31, 45
W.06 Identify the difference between standard electronic mail and other forms of messaging, such as paging or Instant Messaging	SE: 125-130 TM: 30-31
DUTY X: Identify How to Use an Electronic Mail Application	
X.01 Read and send electronic mail messages	SE: 42-43, 125-126, 193-194 TM: 9, 30-31, 45
X.02 Identify ways to supplement a mail message with additional information	SE: 125-130, 192-196, 604-610 TM: 30, 45, 173
X.03 Manage attachments	SE: 53-55, 63-64, 125-126, 130, 193-195, 506-509, 511 TM: 12, 15, 30-31, 32, 45, ,139
X.04 Manage mail	SE: 506-508, 604-610 TM: 139, 172

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X.05 Manage addresses	SE: 41-42, 44, 123-124, 126, 192-193, 196, 507, 509 TM: 9, 30-31, 45, 139
X.06 Identify the purpose of frequently used mail-configuration options	
DUTY Y: Identify the Appropriate Use of E-mail, and E-mail Related "Netiquette"	
Y.01 Identify the advantages of electronic mail	
Y.02 Identify common problems associated with electronic mail	
Y.03 Identify the elements of professional and effective e-mail messages	
Y.04 Identify when other forms of correspondence are more appropriate than e-mail	
Y.05 Identify when to include information from an original e-mail message in a response, as a method of tracking the "history" of e-mail communication	
Y.06 Identify appropriate use of e-mail attachments and other supplementary information	SE: 41-44, 53-57, 123-128, 192-194 TM: 9, 12, 30-31, 45
Y.07 Identify issues regarding unsolicited e-mail ("spam") and how to minimize or control unsolicited mail	
Y.08 Identify effective procedures for ensuring the safe and effective use of electronic mail	
DUTY Z: Identify Different Types of Information Sources on the Internet	
Z.01 Identify terminology related to the Internet	SE: 58, 71-72, 133-134, 157-158, 160, 165 TM: 13, 18, 34, 38, 39
Z.02 Identify the purpose of a browser in accessing information on the World Wide Web	

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Z.03 Identify different elements of a Web site by their extensions, and the purposes of different types of sites	
Z.04 Identify the difference between secure and unsecure Web sites (such as passwordprotected sites or sites secure for online transactions), and how to tell if a Web site is secure	
Z.05 Identify different ways of communicating and corresponding via the internet	
DUTY AA: Be Able to Use a Web Browsing Application	
AA.01 Identify the make-up of a Web address/Uniform Resource Locator (URL)	SE: 58-62, 419 TM: 13, 111
AA.02 Navigate the Web using a browser	SE: 71, 127, 163 TM: 18, 30-31, 38
AA.03 Reload/Refresh the view of a Web page	
AA.04 Show a history of recently visited Web sites, and delete the list of recently visited Web sites	
AA.05 Find specific information on a Web site	SE: 58-62, 71, 419 TM: 13, 18, 111
AA.06 Manage Bookmarked sites/Favorite sites	
AA.07 Save the content of a Web site for offline browsing	
AA.08 Copy elements of a Web site including copying text or media to another application	
AA.09 Print all or specified parts of a Web site	SE: 233 TM: 57
AA.10 Download a file from a Web site to a specified location	SE: 190-191, 197 TM: 44, 46

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AA.11 Identify settings that can be modified in a Web browser application	
AA.12 Identify problems associated with using a Web browser	
DUTY BB: Be Able to Search the Internet for Information	
BB.01 Identify the ways a search engine classifies and looks for Web sites	SE: 58-60, 71-72, 419 TM: 13, 18, 111
BB.02 Identify other ways of searching for information on the Web	SE: 58-60, 71-72 TM: 13, 18
BB.03 Use a search engine to search for information based on specified keywords	SE: 58-60, 71-72, 127, 128, 131, 502, 514, 518, 528, 530, 539-540, 541-542, 565-574, 577-578, 583-584, 600, 674-675, 679-680, 681-682, 695-697, 701-702 TM: 13, 18, 30-31, 33, 138, 142, 146, 147, 151, 152, 158, 165, 170, 188, 190, 191, 194, 195
BB.04 Search effectively	SE: 58-60, 71-72, 127, 128, 131, 502, 514, 518, 528, 530, 539-540, 541-542, 565-574, 577-578, 583-584, 600, 674-675, 679-680, 681-682, 695-697, 701-702 TM: 13, 18, 30-31, 33, 138, 142, 146, 147, 151, 152, 158, 165, 170, 188, 190, 191, 194, 195
BB.05 Identify issues regarding the quality of information found on the internet	SE: 58-60, 71-72, 127, 128, 131, 502, 514, 518, 528, 530, 539-540, 541-542, 565-574, 577-578, 583-584, 600, 674-675, 679-680, 681-682, 695-697, 701-702 TM: 13, 18, 30-31, 33, 138, 142, 146, 147, 151, 152, 158, 165, 170, 188, 190, 191, 194, 195

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BB.06 Identify how to evaluate the quality of information found on the Web	SE: 58-60, 71-72, 127, 128, 131, 502, 514, 518, 528, 530, 539-540, 541-542, 565-574, 577-578, 583-584, 600, 674-675, 679-680, 681-682, 695-697, 701-702 TM: 13, 18, 30-31, 33, 138, 142, 146, 147, 151, 152, 158, 165, 170, 188, 190, 191, 194, 195
DUTY CC: Identify How Computers Are Used in Different Areas of Work, School, and Home	
CC.01 Identify how computers and the Internet are used to collect, organize, and evaluate information and promote learning	SE: 58-59, 61-62, 232 TM: 13, 14, 57
CC.02 Identify the technology and processes involved with computers operating "behind the scenes" in everyday activities	
CC.03 Identify the impact of electronic commerce (e-commerce) on business, individuals, and governments	
CC.04 Identify technologies that support or provide opportunities to the disabled and disadvantaged such as voice recognition	
DUTY DD: Identify the Risks of Using Computer Hardware and Software	
DD.01 Identify how to maintain a safe working environment that complies with legal health and safety rules	
DD.02 Identify injuries that can result from the use of computers for long periods of time	
DD.03 Identify risks to personal and organizational data	
DD.04 Identify software threats, including viruses and WORMS 3/3	

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DUTY EE: Identify How to Use Computers and the Internet Safely, Legally, Ethically, and Responsibly	
EE.01 Identify reasons for restricting access to files, storage devices, computers, networks, and certain Internet sites	
EE.02 Identify concepts related to intellectual property laws including copyrights, trademarks, and plagiarism	
EE.03 Identify the principles regarding when information can or cannot be considered personal, including the difference between computer systems owned by schools or businesses that may have rules and guidelines as to who owns data stored on the system, and computers owned by individuals	
EE.04 Identify how to avoid hazards regarding electronic commerce, including giving credit card information only to secure sites	
EE.05 Identify how to protect privacy and personal security online, including understanding how Web sites track your activity online using “cookies” and other “behind-the-scenes” systems	
EE.06 Identify how to find information about rules regarding the use of computers and the Internet, including laws, use policies at school, and company guidelines at places of employment	
EE.07 Identify how to stay informed about changes and advancements in technology	
EE.08 Identify how to be a responsible user of computers and the Internet	

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DUTY FF: Demonstrate Professional Customer Service Skills	
FF.01 Project appropriate business image: <ul style="list-style-type: none"> • Business dress • Nonverbal • Personal habits • Gestures • Hygiene • Etiquette • Develop and practice personal behaviors which reflect company culture • Positive attitude 	
FF.02 Apply problem solving techniques and/or critical thinking skills: <ul style="list-style-type: none"> • Systematic problem solving • Employ appropriate skills for gathering and analyzing information • Interpret written, graphic, oral, and non-verbal instructions • Demonstrate good judgment • Creativity/open-minded 	
FF.03 Develop self-improvement goals: <ul style="list-style-type: none"> • Educational • Professional • Personal • Long term • Short term 	

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<p>FF.04 Demonstrate professional interpersonal skills:</p> <ul style="list-style-type: none"> • Define customer/customer service • Identify and explain laws related to customer service • Define management’s role in customer relations, communications, and staff development • Explain the concept of product/service mix • Promote business goodwill • Establish and maintain positive working relationships • Group building/teams • Develop job satisfaction • Maintain office protocol • Describe working environments and related technologies • Direct customer/client to other locations • Interpret business policies to customers/clients • Communication with internal and external customers • Demonstrate knowledge of the importance of good listening skills • Respect individual diversity • Display positive attitude • Show empathy toward others • Gather facts for total picture • Tact and diplomacy • Channel and control emotional reactions • Handle and resolve conflicts • Handle customer inquiries/complaints • Give and receive positive and constructive feedback • Provide constructive criticism or praise • Demonstrate ability to handle indifference • Demonstrate ability to handle objections 	

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FF.05 Apply business and work ethics: <ul style="list-style-type: none"> • Integrity • Confidentiality • Honesty • Punctuality • Security • Responsibility • Initiative • Loyalty • Interest and enthusiasm • Trustworthiness • Self-control • Follow through with responsibilities • Avoid abuse of company assets • Avoid personal work on company time • Describe company structures and employees' role within that structure • Attendance • Meet organizationally defined expectations • Operate within scope of authority • Adhere to company rules, regulations, and policies • Distinguish between aggression vs. assertiveness 	
FF.06 Practice stress management skills: <ul style="list-style-type: none"> • Identify factors that cause stress • In-house and outside resources • Basic ways to reduce stress • Separating home and work stress • Mental and physical effects • React positively to change • Maintain a positive attitude • Flexibility 	
FF.07 Practice awareness and skills to be an effective team member: <ul style="list-style-type: none"> • Team building concepts • Self-analysis/team analysis • Collaborate with stakeholders/partners 	

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FF.08 Practice awareness of safety and security measures: <ul style="list-style-type: none"> • Emergency procedures/crisis plans • Safety policies • Electrical cords • Fires • Weather • File drawers • Violent acts • Lifting • Material Safety Data Sheets (MSDS) and hazardous chemicals • Intruders 	
FF.09 Practice appropriate ergonomic preventative measures: <ul style="list-style-type: none"> • Work space design • Environment 	
FF.10 Deal with confidential information: <ul style="list-style-type: none"> • Tactful responses • Role of mediator • Gather information • Standard responses • React calmly • Guard privileged communication 	
FF.11 Describe various types of compensation and benefit plans: <ul style="list-style-type: none"> • Bonus • Worker’s Compensation • Insurance • Retirement • Investment options • Education reimbursement 	
DUTY GG: Apply Communication Strategies Necessary and Appropriate for Effective Business Relations	
GG.01 Compose and understand correspondence: <ul style="list-style-type: none"> • Letters • Memorandums • Research, develop, and compile reports 	

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GG.02 Demonstrate styles and techniques for verbal and nonverbal communications: <ul style="list-style-type: none"> • Effective listening • Oral • Diction • Body language • Presentation skills/organize presentation • Follow and give instructions • Written • E-mail • Fax • Sales techniques/persuasiveness • Integrate graphics/presentation software • Describe the difference between effective and ineffective communication • Use slang appropriately • Feedback 	
GG.03 Define and discuss communication barriers and factors of poor communication: <ul style="list-style-type: none"> • Demographics • Communication styles 	
GG.04 Demonstrate proper phone techniques: <ul style="list-style-type: none"> • Project positive telephone image • Screen calls • Place calls • Voice mail • Cell phones • Pagers • PDA's • Video conferencing • Transfer calls • Terminate calls • Monitor hold calls • Record and process messages • Gather information before calling • Conference calls • Meeting etiquette 	

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GG.05 Use a wide variety of references and research resources such as: <ul style="list-style-type: none"> • Electronic bulletin boards and information services • Computer networks • Internet/Intranet • Dictionary/Thesaurus • Software/hardware manuals • Telephone assistance and information • Company directory • Time zones • Postal resources • International dialing codes • Review locations on world map 	
DUTY HH: Demonstrate Basic Academic Skills for Employees in Business	
HH.01 Apply appropriate reading comprehension skills	SE: : 17-205, 207-239 TM: 3-50, 51-60
HH.02 Apply appropriate writing skills	SE: 17-205, 207-239 TM: 3-50, 51-60
HH.03 Apply appropriate math skills	SE: 241-306, 441-486 TM: 61-82, 121-134
HH.04 Apply appropriate communication skills	SE: 397-584, TM: 105-165
DUTY II: Use the Principles of Planning, Organization, and Management	
II.01 Develop filing methods for internal/external customers	
II.02 Practice time management and follow work schedule: <ul style="list-style-type: none"> • Establish/evaluate work priorities • Project/time management • Organize personal workloads • Assist in other duties within the business as needed • Develop and practice good work habits 	

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II.03 Identify strategic planning steps: <ul style="list-style-type: none"> • External analysis • Internal analysis • Mission • Goals • Strategies • Vision 	
II.04 Identify and implement planning tools: <ul style="list-style-type: none"> • Goals • Budgets • Schedules • Standards • Policies • Procedures • Research 	
II.05 Demonstrate understanding of organizational structure: <ul style="list-style-type: none"> • Responsibilities are delegated • Quality of work is evaluated • Chain of command is practiced • Effectively communicate across all organizational levels 	
II.06 Work within the constraints of budgets: <ul style="list-style-type: none"> • Prepare/monitor budget 	
II.07 Participate in long-range planning: <ul style="list-style-type: none"> • Expansion • Upgrades • Standards • Staffing • Committees • Visioning 	
II.08 Identify and apply quality programs: <ul style="list-style-type: none"> • TQM • ISO 	

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OKLAHOMA BUSINESS, MARKETING & INFORMATION TECHNOLOGY FUNDAMENTALS SKILLS STANDARDS	PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s))
DUTY JJ: Demonstrate Knowledge of Leadership	
JJ.01 Identify leader characteristics: <ul style="list-style-type: none"> • Ethics • Intelligence • Judgment • Objectivity • Initiative • Take ownership of situations • Dependability • Cooperation • Honesty/Integrity • Courage • Confidence • Stability • Understanding • Creativity • Teamwork • Responsibility • Flexibility 	
JJ.02 Identify leadership styles	
JJ.03 Identify professional and community organizations: <ul style="list-style-type: none"> • Student organizations • Civic organizations • Professional organizations • Social organizations 	
JJ.04 Participate in student organization activities and various projects on the local, state, and national levels	
DUTY KK: Complete an Employment Process	
KK.01 Set occupational objectives such as: <ul style="list-style-type: none"> • Entrepreneurship • Self-employment • Full-time • Part-time 	
KK.02 Compose a letter of application	

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KK.03 Create a resume <ul style="list-style-type: none"> • Hard copy • Electronic format 	
KK.04 Create a portfolio: <ul style="list-style-type: none"> • Hard copy • Electronic format 	
KK.05 Review potential interview questions and techniques	
KK.06 Formulate responses to simulated situations: <ul style="list-style-type: none"> • Mock interview • Prepare questions for prospective employers 	
KK.07 Participate in job interview: <ul style="list-style-type: none"> • Job interview etiquette • Application form • Appropriate dress • Submit an original copy of resume • Research company history 	
KK.08 Complete post-interview activities: <ul style="list-style-type: none"> • Follow-up thank you letter • Follow-up inquiry call 	
KK.09 Demonstrate knowledge of available employment services: <ul style="list-style-type: none"> • Online searches • Private • State • Federal 	
KK.10 Complete job acceptance: <ul style="list-style-type: none"> • Negotiate salary • Negotiate benefits • Complete benefits forms 	
KK.11 Discuss legal issues: <ul style="list-style-type: none"> • Drug screen • Discrimination • Harassment 	

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OKLAHOMA BUSINESS, MARKETING & INFORMATION TECHNOLOGY FUNDAMENTALS SKILLS STANDARDS	PAGE(S) WHERE TAUGHT (If submission is not a text, cite appropriate resource(s))
KK.12 Compare and evaluate career and training opportunities: <ul style="list-style-type: none"> • Networking • Professional organizations • Educational requirements • Salaries • Projected labor market • Career/job ladder • Self-initiative • Transfer skills • Flexibility • Major functions of a company and job levels within these functions 	
KK.13 Demonstrate knowledge of resignation, termination, and exit interview practices	

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