

NEW YORK STATE EDUCATION DEPARTMENT  
MIDDLE LEVEL CAREER AND TECHNICAL EDUCATION  
BUSINESS AND MARKETING EDUCATION  
COMPUTER LITERACY FOR THE WORKPLACE  
CONTENT MODULE  
Z & K Z D d d MAY 2023



### 3. BUSINESS COMMUNICATION

---

STUDENTS WILL:

- a) Use various types of software to effectively communicate with others
- b) Create emails and business letters as effective tools of communication
- c) Demonstrate personal development of digital communication skills through practice of these skills in a variety of classroom applications

### 4. TECHNOLOGY/SOFTWARE/FILE SHARING TOOLS

---

STUDENTS WILL:

- a) Perfect a touchal cr 0 Tc

## COMMUNICATION AND INTERPERSONAL RELATIONSHIPS

---

### DEVELOPING KEYBOARDING SKILLS

Students create



Apply basic social communication skills in personal and professional situations

#### IV. Technological Communication Achievement Standard

Use technology to enhance the effectiveness of communication

## RESOURCES

Disclaimer: Posting of resources on this form does not constitute an endorsement from the New York State Education Department nor does it imply that the following resources are mandatory or the only ones that can be used. Teachers and administrators ensure that resources align with local policies and are responsible for choosing the resources that best meet the needs of their students. Questions regarding compliance with [Education Law 2013](#) should be directed to your administrator and/or chief information officer.

## NEW YORK STATE EDUCATION DEPARTMENT EDUCATIONAL DESIGN AND TECHNOLOGY: INTERNET SAFETY AND CYBER BULLYING

<http://www.nysed.gov/edtech>

Internet safety refers to the countless issues facing students due to the widespread use of the Internet, including the need to keep children and all users safe while online. Incidents of discrimination and harassment can be

## ELECTRONIC FRONTIER FOUNDATION: TEACHING COPYRIGHT

<https://www.teachingcopyright.org/index.html>

Students learn that copyright laws restrict many activities, but also permit many others. Teaching Copyright lessons provide accurate information that gives students positive steps they can take to protect themselves in the digital world.

## ASSOCIATION OF CAREER AND TECHNICAL EDUCATION CAREER PLANNING GUIDE

[https://www.acteonline.org/wpcontent/uploads/2018/02/ACTE\\_CC\\_Paper\\_FINAL.pdf](https://www.acteonline.org/wpcontent/uploads/2018/02/ACTE_CC_Paper_FINAL.pdf)

Research has identified middle school as a time when students can benefit the most from career exploration, a process of building self-awareness, learning about potential careers, and developing a plan for reaching future goals.

## ENTORY

[https://cte.careertech.org/sites/default/files/StudentInterestSurveyEnglisorest6 \(r\).2 \(es\)1.tif6 \(r\).2 \(e-5.3.3 \(s\)-4.64](https://cte.careertech.org/sites/default/files/StudentInterestSurveyEnglisorest6 (r).2 (es)1.tif6 (r).2 (e-5.3.3 (s)-4.64)