

Career & Technical Education | Information Technology

Introduction to Programming Concepts

Subject Code: 145150

Outcome & Competency Descriptions

Course Description:

Students will learn basic concepts in computer science and programming. Students will learn about logical reasoning, decision trees, troubleshooting, and problem solving. Students will be introduced to numerous programming languages and learn their various uses.

Strand 1. Business Operations/21st Century Skills

Learners apply principles of economics, business management, marketing, and employability in an entrepreneur, manager, and employee role to the leadership, planning, developing, and analyzing of business enterprises related to the career field.

Outcome: 1.1. Employability Skills

Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

Competencies

- 1.1.1. Identify the knowledge, skills, and abilities necessary to succeed in careers.
- 1.1.2. Identify the scope of career opportunities and the requirements for education, training, certification, licensure, and experience.
- 1.1.3. Develop a career plan that reflects career interests, pathways, and secondary and postsecondary options.
- 1.1.5. Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, resumé writing, interviewing skills, portfolio development).
- 1.1.6. Explain the importance of work ethic, accountability and, responsibility and demonstrate associated behaviors in fulfilling personal, community, and workplace roles.
- 1.1.7. Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.
- 1.1.9. Give and receive constructive feedback to improve work habits.
- 1.1.11. Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.
- 1.1.12. Identify healthy lifestyles that reduce the risk of chronic disease, unsafe habits and abusive behavior.

Outcome: 1.2. Leadership and Communications

Process, maintain, evaluate, and disseminate information in a business.
Develop leadership and team building to promote collaboration.

Competencies

- 1.2.1. Extract relevant, valid information from materials and cite sources of information.
- 1.2.2. Deliver formal and informal presentations.
- 1.2.3. Identify and use verbal, nonverbal, and active listening skills to communicate effectively.
- 1.2.4. Use negotiation and conflict-resolution skills to reach solutions.
- 1.2.5. Communicate information (e.g., directions, ideas, vision, workplace expectations) for an intended audience and purpose.
- 1.2.6. Use proper grammar and expression in all aspects of communication.
- 1.2.7. Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.
- 1.2.8. Identify the strengths, weaknesses, and characteristics of leadership styles that influence internal and external workplace relationships.
- 1.2.9. Identify advantages and disadvantages involving digital and/or electronic communications (e.g., common content for large audience, control of tone, speed, cost, lack of non-verbal cues, potential for forwarding information, longevity).
- 1.2.11. Write professional correspondence, documents, job applications, and resumés.
- 1.2.12. Use technical writing skills to complete forms and create reports.

Outcome: 1.3. Business Ethics and Law

Analyze how professional, ethical, and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

Competencies

- 1.3.2. Follow protocols and practices necessary to maintain a clean, safe, and healthy work environment.
- 1.3.3. Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).
- 1.3.4. Identify how federal and state consumer protection laws affect products and services.
- 1.3.5. Access and implement safety compliance measures (e.g., quality assurance information, safety data sheets [SDSs], product safety data sheets [PSDSs], United States Environmental Protection Agency [EPA], United States Occupational Safety and Health Administration [OSHA]) that contribute to the continuous improvement of the organization.
- 1.3.6. Identify deceptive practices (e.g., bait and switch, identity theft, unlawful door-to-door sales, deceptive service estimates, fraudulent misrepresentations) and their overall impact on organizational performance.
- 1.3.7. Identify the labor laws that affect employment and the consequences of noncompliance for both employee and employer (e.g., harassment, labor, employment, employment interview, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Acts, Equal Employment Opportunity Commission [EEOC]).
- 1.3.8. Verify compliance with computer and intellectual property laws and regulations.

Outcome: 1.4. Knowledge Management and Information Technology

Demonstrate current and emerging strategies and technologies used to collect, analyze, record, and share information in business operations.

Competencies

- 1.4.1. Use office equipment to communicate (e.g., phone, radio equipment, fax machine, scanner, public address systems).

- 1.4.2. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
- 1.4.3. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.
- 1.4.5. Use information technology tools to maintain, secure and monitor business records.
- 1.4.6. Use an electronic database to access and create business and technical information.
- 1.4.7. Use personal information management and productivity applications to optimize assigned tasks (e.g., lists, calendars, address books).
- 1.4.8. Use electronic media to communicate and follow network etiquette guidelines.

Outcome: 1.6. Business Literacy

Develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.

Competencies

- 1.6.1. Identify business opportunities.
- 1.6.2. Assess the reality of becoming an entrepreneur, including advantages and disadvantages (e.g., risk versus reward, reasons for success and failure).
- 1.6.3. Explain the importance of planning your business.
- 1.6.4. Identify types of businesses, ownership and entities (i.e., individual proprietorships, partnerships, corporations, cooperatives, public, private, profit, not-for-profit).
- 1.6.5. Describe organizational structure, chain of command, the roles and responsibilities of the organizational departments and interdepartmental interactions.
- 1.6.6. Identify the target market served by the organization, the niche that the organization fills and an outlook of the industry.
- 1.6.7. Identify the effect of supply and demand on products and services.
- 1.6.8. Identify the features and benefits that make an organization's product or service competitive.
- 1.6.9. Explain how the performance of an employee, a department and an organization is assessed.
- 1.6.10. Describe the impact of globalization on an enterprise or organization.
- 1.6.11. Describe how all business activities of an organization work within the parameters of a budget.
- 1.6.12. Describe classifications of employee benefits, rights, deductions and compensations.

Outcome: 1.7. Entrepreneurship / Entrepreneurs

Analyze the environment in which a business operates, and the economic factors and opportunities associated with self-employment.

Competencies

- 1.7.7. Create a list of personal strengths, weaknesses, skills and abilities needed to be successful as an entrepreneur.
- 1.7.9. Conduct a self-assessment to determine entrepreneurial potential.
- 1.7.10. Describe techniques for obtaining experience (e.g., apprenticeship, co-operative [co-op] education, work placement, internship, job shadowing) related to an entrepreneurial objective.
- 1.7.13. Protect intellectual property and knowledge (e.g., copyright, patent, trademark, trade secrets, processes).

Outcome: 1.8. Operations Management

Plan, organize and monitor an organization or department to maximize contribution to organizational goals and objectives.

Competencies

- 1.8.2. Select and organize resources to develop a product or a service.
- 1.8.4. Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies).
- 1.8.7. Collect information and feedback to help assess the organization's strategic planning and policymaking processes.
- 1.8.8. Identify routine activities for maintaining business facilities and equipment.

Outcome: 1.12. Cyber Hygiene

Apply digital information security principles to keep information secure.

Competencies

- 1.12.1. Identify the purpose and practices of Cyber Hygiene.
- 1.12.2. Differentiate between appropriate and inappropriate information.
- 1.12.3. Interpret security policies through job specific training and training updates.
- 1.12.4. Apply secure password behavior.
- 1.12.5. Apply physical and virtual situational awareness (e.g., clean desk policies, shoulder surfing, social engineering, tailgating).

Strand 2. IT Fundamentals

Learners apply fundamental principles of IT, including the history of IT and its impact on society, common industry terms, systems theory, information storage and retrieval, database management, and computer hardware, software, and peripheral device configuration and installation. This base of knowledge and skills may be applied across the career field.

Outcome 2.3. Data Encoding

Explain and describe data encoding basics.

Competencies

- 2.3.1. Identify and explain coding information and representation of characters (e.g., American Standard Code for Information Interchange [ASCII], Extended Binary Coded Decimal Interchange Code [EBCDIC], Unicode).
- 2.3.2. Convert between numbering systems (e.g., binary, hexadecimal, decimal).

Outcome: 2.7 Applications and Architecture

Explain the fundamentals of delivering information and applications using web architecture.

Competencies

- 2.7.2. Describe ways to present data (e.g., responsive web design, mobile applications, desktop applications, web applications).

Outcome: 2.10. Equipment

Select, prepare, operate, and maintain equipment.

Competencies

- 2.10.4. Identify software application requirements.

Outcome: 2.11. Troubleshooting

Select and apply troubleshooting methodologies for problem solving.

Competencies

- 2.11.1. Identify the problem.
- 2.11.2. Select troubleshooting methodology (e.g., top down, bottom up, follow the path, spot the differences).
- 2.11.3. Investigate symptoms based on the selected methodology.
- 2.11.4. Gather and analyze data about the problem.
- 2.11.5. Design a solution.
- 2.11.6. Test a solution.
- 2.11.7. Implement a solution.
- 2.11.8. Document the problem and the verified solution.

Strand 3. Information Security

Learners apply principles of information security to implement and maintain security compliance and network security. Learners select components and mechanisms required for a multilayer defense structure and evaluate and minimize security risks to wired and wireless networks and devices.

Outcome: 3.2. General Security Compliance

Implement and maintain general security compliance.

Competencies

3.2.1. Identify and implement data and application security.

Strand 5. Programming and Software Systems

Learners apply principles of computer programming and software development to develop code; build, test, and debug programs; create finished products; and plan, analyze, design, develop, implement, and support software applications.

Outcome: 5.1. Programming Concepts

Describe programming concepts.

Competencies

- 5.1.1. Describe how computer programs and scripts can be used to solve problems (e.g., desktop, mobile, enterprise, AI, cloud).
- 5.1.2. Explain how algorithms and data structures are used in information processing.
- 5.1.3. Model the solution using both graphic tools (e.g., flowcharts, IPO charts, UML, decision trees, logic tables), pseudocode techniques and artificial intelligence.
- 5.1.4. Describe, compare, and contrast the basics of procedural, structured, object-oriented (OO), and event-driven programming.
- 5.1.5. Describe the concepts of data management through programming languages.
- 5.1.6. Analyze the strengths and weaknesses of different languages for solving a specific problem.
- 5.1.7. Compare and contrast the functions and operations of compilers and interpreters.
- 5.1.8. Describe version control and the relevance of documentation.

Outcome: 5.2. Computational and String Operations

Develop code that performs computational and string operations.

Competencies

- 5.2.1. Compare and contrast primitive types of numeric and nonnumeric data (e.g., integers, floats, Boolean, strings).
- 5.2.2. Identify the scope of data (e.g., global versus local, variables, constants, arrays).
- 5.2.3. Write code that uses arithmetic operations.
- 5.2.4. Write code that applies string operations (e.g., concatenation, pattern matching, substring).

Outcome: 5.3. Logical Operations and Control Structures

Develop code that uses logical operations and control structures.

Competencies

- 5.3.1. Explain Boolean logic.

5.3.2. Solve a truth table.

Outcome: 5.4. Integrated Development Environment

Build and test a program using an integrated development environment (IDE).

Competencies

5.4.6. Correct syntax and runtime errors.

5.4.7. Debug logic errors.

Strand 9. Cybersecurity

Learners apply principles of Cybersecurity to secure and defend information technology systems, selection and implementation of methods and tools to secure physical and digital assets, manage threats, deploy countermeasures, and establish strategies to protect business information using risk and incident management.

Outcome: 9.3. Application Development Security
Develop and maintain application security.

Competencies

- 9.3.1. Identify application vulnerabilities (e.g., Cross-site scripting, SQL injection, LDAP injection, XML injection, Directory traversal/command injection, Buffer overflow, Integer overflow, Zero-day, Cookies and attachments, Locally Shared Objects (LSOs), Flash cookies, Malicious add-ons, Session hijacking, Header manipulation, Arbitrary code execution/remote code execution).