

### SOESD Business-ICT Assessment 2011

This assessment contains 80 items, but only 80 are used at one time.

#### ICT

Number of Correlations	Standard Type	Standard
0	Program	1) Information and Communications Technology
0	Duty	1) A) ITCb01.01 - Use oral and written communication in creating, expressing, and interpreting information and ideas within the information and communication technologies cluster occupations.
8	Standard	1) 1. ITCb01.01.01.01 - Write and edit documents using correct grammar, punctuation and terminology.
4	Standard	2) 2. ITCb01.01.02.01 - Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.
0	Standard	3) 3. ITCb01.01.03.01 - Apply active listening skills to obtain and clarify information.
5	Standard	4) 4. ITCb01.01.04.01 - Develop and interpret tables, charts, and figures to support written and oral communications.
4	Standard	5) 5. ITCb01.01.05.01 - Use effective communication skills to manage customer relationships.
0	Duty	2) B) ITCb02.01 - Exhibit ethical and professional behavior.
1	Standard	1) 1. ITCb02.01.01.01 - Adhere to ethical and legal standards while performing information and communication technologies career tasks.
0	Standard	2) 2. ITCb02.01.01.02 - Follow requirements of regulatory agencies in the information and communication technologies fields.
2	Standard	3) 3. ITCb02.01.02.01 - Demonstrate honesty and integrity in the workplace.
1	Standard	4) 4. ITCb02.01.03.01 - Exhibit cultural sensitivity in the workplace.
4	Standard	5) 5. ITCb02.01.04.01 - Employ ethical and responsible work habits in the workplace.
0	Duty	3) C) ITCb03.01 - Use information technology tools specific to the information and communication technologies cluster to access, manage, integrate, and create information.
2	Standard	1) 1. ITCb03.01.01.01 - Use information technology as it supports the gathering, storage and transfer of data for information and communication technologies information
6	Standard	2) 2. ITCb03.01.01.02 - Apply different techniques for

		gathering, storing and transferring information and communication technologies data.
6	Standard	3) 3. ITCb03.01.01.03 - Select and use the tools to analyze and synthesize information and communication technologies data.
5	Standard	4) 4. ITCb03.01.01.04 - Create, organize, manage, manipulate, and distribute electronic information and communication technologies data.
3	Standard	5) 5. ITCb03.01.02.01 - Use technology to research information.
1	Standard	6) 6. ITCb03.01.03.01 - Use e-mail functions to expedite work in information and communication technologies cluster occupations.
2	Standard	7) 7. ITCb03.01.04.01 - Apply contemporary tools and specialized software to facilitate information and communication technologies operations.
0	Duty	4) D) ITCb04.01 - Explore, plan, and effectively manage careers within the information and communication technologies cluster.
0	Standard	1) 1. ITCb04.01.01.01 - Develop a personal career plan to meet career goals and objectives.
0	Standard	2) 2. ITCb04.01.01.02 - Demonstrate positive work behaviors and personal qualities.
0	Standard	3) 3. ITCb04.01.01.03 - Demonstrate ability to seek and apply for employment within information and communication technologies cluster.
0	Standard	4) 4. ITCb04.01.01.04 - Demonstrate ability to evaluate and compare employment opportunities in information and communication technologies cluster.
0	Standard	5) 5. ITCb04.01.01.05 - Identify and participate in information and communication technologies related continuous education or training opportunities.
0	Duty	5) E) ITCb05.01 - Perform problem solving and troubleshooting for information and communication cluster.
0	Standard	1) 1. ITCb05.01.01.01 - Use a structured problem-solving process to address problems within the information and communication technologies cluster occupations.
0	Standard	2) 2. ITCb05.01.01.02 - Formulate ideas, proposals and solutions to information and communication technologies problems.
0	Standard	3) 3. ITCb05.01.01.03 - Obtain available information and statistical data to address problems.
0	Standard	4) 4. ITCb05.01.01.04 - Understand the risks, costs, and benefits of solutions to problems

0	Standard	5) 5. ITCb05.01.01.05 - Analyze and evaluate ideas, proposals, and solutions to problems.
0	Standard	6) 6. ITCb05.01.01.06 - Develop plans to fully implement solutions to address performance problem.
0	Duty	6) F) ITCb06.01 - Demonstrate an understanding of systems within the information and communication technologies environment.
0	Standard	1) 1. ITCb06.01.01.01 - Understand the role of information and communication technologies organizations.
0	Standard	2) 2. ITCb06.01.01.02 - Understand the critical customers, suppliers, and stakeholders for the information and communication technologies industry.
0	Standard	3) 3. ITCb06.01.01.03 - Understand measures for financial performance including profitability, cost reduction, asset utilization.
0	Standard	4) 4. ITCb06.01.01.04 - Understand the measures for market performance including customer and sales/service growth.
0	Standard	5) 5. ITCb06.01.02.01 - Understand the impact of economic, social, and technological changes on a information and communication technologies organization.
0	Standard	6) 6. ITCb06.01.03.01 - Develop and manage plans and budgets to accomplish organizational goals and objectives.
0	Standard	7) 7. ITCb06.01.04.01 - Develop plans to improve organizational performance including customer satisfaction and service/operations performance.
0	Standard	8) 8. ITCb06.01.05.01 - Maintain compliance with organizational policies and government laws and regulations.
0	Duty	7) G) ITCb07.01 - Use knowledge of design, operation, and maintenance of technological systems critical to the information and communication technologies cluster.
5	Standard	1) 1. ITCb07.01.01.01 - Understand the role and function of necessary information and communication technologies-related systems.
1	Standard	2) 2. ITCb07.01.02.01 - Understand the importance of measuring and managing the reliability and performance of technological systems.
1	Standard	3) 3. ITCb07.01.02.02 - Measure the reliability and performance of systems within the information and communication technologies cluster.
1	Standard	4) 4. ITCb07.01.02.03 - Develop plans to improve

		performance of systems.
2	Standard	5) 5. ITCb07.01.03.01 - Understand major health, safety and environmental risks and potential impacts of technological systems.
2	Standard	6) 6. ITCb07.01.04.01 - Contribute to the design, selection, maintenance, and operation of technological systems.
0	Duty	8) H) ITCb08.01 - Understand and adhere to safety, health, and environmental standards and regulations.
0	Standard	1) 1. ITCb08.01.01.01 - Understand the major health, safety, and environmental laws and regulations impacting the information and communication technologies cluster.
0	Standard	2) 2. ITCb08.01.02.01 - Demonstrate personal commitment to safety, health and environmental policies and procedures.
0	Standard	3) 3. ITCb08.01.03.01 - Contribute to plans to improve health, safety, and environmental performance.
0	Duty	9) I) ITCb09.01 - Demonstrate ability to develop, implement, and maintain cybersecurity.
0	Standard	1) 1. ITCb09.01.01.01 - Gather and document data/information assurance requirements.
0	Standard	2) 2. ITCb09.01.02.01 - Develop data/information assurance plans and implementation strategies.
0	Standard	3) 3. ITCb09.01.03.01 - Review and test plans and strategies for compliance with applicable regulations and standards.
0	Standard	4) 4. ITCb09.01.04.01 - Implement data/information assurance plans and strategies.
0	Standard	5) 5. ITCb09.01.05.01 - Monitor performance to ensure integrity and confidentiality.
0	Standard	6) 6. ITCb09.01.06.01 - Maintain and update data/information assurance plans and strategies as appropriate.
0	Duty	10) J) ITCb10.01 - Demonstrate ability to manage projects.
0	Standard	1) 1. ITCb10.01.01.01 - Define scope of project.
0	Standard	2) 2. ITCb10.01.01.02 - Identify stakeholders, decision-makers and escalation procedures.
0	Standard	3) 3. ITCb10.01.01.03 - Develop detailed task list (work breakdown structures).
0	Standard	4) 4. ITCb10.01.01.04 - Estimate time requirements.
0	Standard	5) 5. ITCb10.01.02.01 - Develop initial project management flow chart.
0	Standard	6) 6. ITCb10.01.02.02 - Identify required resources and

		budget.
0	Standard	7) 7. ITCb10.01.03.01 - Evaluate project requirements.
0	Standard	8) 8. ITCb10.01.03.02 - Identify and evaluate risks.
0	Standard	9) 9. ITCb10.01.03.03 - Prepare contingency plan.
0	Standard	10) 10. ITCb10.01.03.04 - Identify interdependencies.
0	Standard	11) 11. ITCb10.01.04.01 - Identify and track critical milestones.
0	Standard	12) 12. ITCb10.01.05.01 - Participate in project phase review.
0	Standard	13) 13. ITCb10.01.06.01 - Secure needed resources.
0	Standard	14) 14. ITCb10.01.07.01 - Manage the change control process.
0	Standard	15) 15. ITCb10.01.08.01 - Report project status.
0	Duty	11) K) ITCb11.01 - Demonstrate ability to manage, monitor, and evaluate work processes and procedures.
3	Standard	1) 1. ITCb11.01.01.01 - Define scope of work to achieve individual and group goals.
6	Standard	2) 2. ITCb11.01.01.02 - Develop time and activity plan to achieve objectives.
3	Standard	3) 3. ITCb11.01.01.03 - Design and develop work processes and procedures.
2	Standard	4) 4. ITCb11.01.01.04 - Identify and obtain tools and resources to do the job.
2	Standard	5) 5. ITCb11.01.01.05 - Coordinate and implement work processes and procedures.
2	Standard	6) 6. ITCb11.01.01.06 - Monitor, analyze, and evaluate work processes and procedures.
0	Standard	7) 7. ITCb11.01.01.07 - Generate and maintain task status report.
<b>84</b>	<b>Correlations</b>	
<b>84</b>	<b>Total Correlations</b>	