

Davidson-Davie Community College

Information Technology Technical Standards

Criteria: Critical thinking and/problem solving

Standard:

- A) Ability to calculate, reason, analyze, integrate and synthesize information.
 - 1) Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.
 - 2) Example: Apply broad class concepts to unique technical situations.
 - 3) Example: Respond appropriately to constructive feedback.
 - 4) Example: Read textbooks and handouts.
 - 5) Example: Replicate procedures and input commands in proper sequence.
 - 6) Example: Use programming language and syntax.
 - 7) Example: Explain the operation of computer components.
 - 8) Example: Describe a computer operating system.
 - 9) Example: Design networks addressing schemes.
 - 10) Example: Test computer equipment.

Criteria: Communication

Standard:

- A) Appropriate interpersonal interaction with other students, faculty, staff, and other professionals.
 - 1) Example: Establish and maintain a professional relationship with colleagues
 - 2) Example: Demonstrate appropriate impulse control and professional level of maturity.
 - 3) Example: Convey information in a clear, professional and timely manner.
- B) Effective communication with others, both verbally and in writing.
 - 1) Example: Listen and respond to others in an accepting and respectful manner.
 - 2) Example: Document work accurately.

Criteria: Motor Skills

Standard:

- A) Possess sufficient mobility and dexterity to do computer installations, wiring, and repairs.
 - 1) Example: Lift and transport equipment and materials as necessary.
 - 2) Example: Execute computer commands using a keyboard and mouse.
 - 3) Example: Operate necessary tools and equipment.
 - 4) Example: Remove and replace failed components and small parts.
- B) Sufficient physical endurance to participate fully in the academic settings at an appropriate level.
 - 1) Example: Participate completely in classroom activities.

- C) Possess sufficient mobility and dexterity to interact with computers and connected peripheral equipment.

Criteria: Professional Conduct

Standard:

- A) Incorporate professional standards of practice into all activities.
 - 1) Example: Work effectively with a team in an academic setting.
 - 2) Example: Refrain from using improper grammar, profane or inappropriate communications.
- B) Demonstrate integrity and accountability in an academic setting.
 - 1) Example: Complete all assignments in a timely manner adhering to the DCCC code of ethics.
 - 2) Example: Respond appropriately to constructive feedback.
 - 3) Example: Take all tests and final examinations as scheduled.
- C) Present self in a professional manner in an academic setting.
 - 1) Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.
 - 2) Example: Work independently with minimal supervision.
 - 3) Example: Work cooperatively with partners and groups.
 - 4) Example: Follow through with responsibilities.
 - 5) Example: Work diligently and put in necessary time to complete tasks.
 - 6) Example: Maintain positive attitude and work ethic.
- D) Utilize computers correctly, effectively and professionally to acquire information and to communicate with others.
 - 1) Example: Use Blackboard/Moodle to collect course information.
 - 2) Example: Utilize the Internet to collect current information from appropriate resources.
 - 3) Example: Communicate via e-mail in a professional and ethical manner.

Criteria: Sensory

Standard:

- A) Hearing sufficient to assess computer software and hardware for proper functioning.
 - 1) Example: Hear an audio tone to trouble-shoot computer issues at startup.
- B) Vision sufficient to properly use, trouble-shoot, and repair a computer.
 - 1) Example: Recognize command line input/output and computer codes.
 - 2) Example: Distinguish basic colors.
 - 3) Example: Examine computer hardware components for diagnosis and repair.
 - 4) Example: Observe and replicate teacher-demonstrated procedures.
 - 5) Example: Accurately interpret non-verbal communications.

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