

Technology Education (2009): Grades 9, 10, 11, 12

Adopted 2009

Technology Operations and Concepts

- 1. Explain data encryption procedures.**

- 2. Diagnose hardware and software problems.**
 - Applying strategies to correct malfunctioning hardware and software
 - Performing routine hardware maintenance
 - Describing the importance of antivirus and security software

- 3. Demonstrate advanced technology skills, including compressing, converting, importing, exporting, and backing up files.**
 - Transferring data among applications
 - Demonstrating digital file transfer

- 4. Utilize advanced features of word processing software, including outlining, tracking changes, hyperlinking, and mail merging.**

- 5. Utilize advanced features of spreadsheet software, including creating charts and graphs, sorting and filtering data, creating formulas, and applying functions.**

- 6. Utilize advanced features of multimedia software, including image, video, and audio editing.**

- 7. Utilize advanced features of database software, including merging data, sorting, filtering, querying, and creating reports.**

- 8. Practice safe uses of social networking and electronic communication.**
 - Recognizing dangers of online predators
 - Protecting personal information online

Digital Citizenship

9. Practice ethical and legal use of technology systems and digital content.

- Explaining consequences of illegal and unethical use of technology systems and digital content
 - Interpreting copyright laws and policies with regard to ownership and use of digital content
 - Citing sources of digital content using a style manual
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10. Analyze capabilities and limitations of current and emerging technologies.

- Assessing effects of technology on culture, economics, politics, and the environment
 - Comparing capabilities of various technologies to address personal, social, lifelong learning, and career needs
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Research and Information Fluency

11. Critique digital content for validity, accuracy, bias, currency, and relevance.

Communication and Collaboration

12. Use digital tools to publish curriculum-related content.

13. Demonstrate collaborative skills using curriculum-related content in digital environments.

Critical Thinking, Problem Solving, and Decision Making

14. Use digital tools to defend solutions to authentic problems.

Creativity and Innovation

15. Forecast technology innovations based on trends.

16. Create a product that integrates information from multiple software applications.

17. Create an interactive digital product using programming logic.