

KEY LEARNINGS: TECHNOLOGY CHART

2009-2011

	Application	Communication	Economic Awareness	Ethics	Technology Solutions
K	<ul style="list-style-type: none"> • Computer care • Keyboarding basics • Word processing • Software use 	<ul style="list-style-type: none"> • Correct use of appropriate terms 	<ul style="list-style-type: none"> • Technology-related occupations 	<ul style="list-style-type: none"> • Courtesy and sharing of computer time 	
1-2	<ul style="list-style-type: none"> • Computer care and use • Keyboarding basics • Word processing • Software use 	<ul style="list-style-type: none"> • Correct use of appropriate terms 	<ul style="list-style-type: none"> • Technology in the business and the home • Technology-related occupations 	<ul style="list-style-type: none"> • Courtesy and sharing of computer time 	
3-4	<ul style="list-style-type: none"> • Computer care and use • Keyboard practice • Word processing, editing, file management 	<ul style="list-style-type: none"> • Correct use of appropriate terms • Expressing ideas with software • Electronic resources 	<ul style="list-style-type: none"> • Computer use in everyday life • Technology-related occupations 	<ul style="list-style-type: none"> • Courtesy and sharing of computer time • Copyright 	<ul style="list-style-type: none"> • Input/output devices • Beginning troubleshooting skills
5-6	<ul style="list-style-type: none"> • Computer care and use • Keyboarding with correct hand position and posture • Word processing, editing, file management • Presentation software 	<ul style="list-style-type: none"> • Terminology – correct use of appropriate terms • Telecommunications 	<ul style="list-style-type: none"> • Computer use in everyday life • Technology-related occupations • Consumer issues regarding technology in every aspect of life 	<ul style="list-style-type: none"> • Courtesy while sharing computer time • Legal issues of software use • Computer abuse including use of Internet, use of filters • Personal responsibility 	<ul style="list-style-type: none"> • Troubleshooting basic malfunctions
7-8	<ul style="list-style-type: none"> • Keyboard fluency • Advanced word processing skills • Presentation software 	<ul style="list-style-type: none"> • Electronic communication • Terminology 	<ul style="list-style-type: none"> • Societal impact • Technology-related occupations • Consumer issues 	<ul style="list-style-type: none"> • Computer abuse • Courtesy/Netiquette • Legal issues 	<ul style="list-style-type: none"> • Awareness of new technology • Troubleshooting malfunctions