Oklahoma CTE

Fundamentals of Technology (2021)

Mobile Devices A	1	Classify cellular phone connections and carriers (1:3) A.1
	2	Compare cellular vs. Wi-Fi-enabled devices and connection limitations (1:3) A.2
	3	Understand smart phone functions and limitations (3:3) A.3
	4	Understand the use of phones in a professional setting (3:3) A.4
	5	Differentiate between SMS and MMS text messaging and multiple platforms (1:1) A.5
	6	Configure location services and notifications (3:3) A.6
Intro to App Culture B	1	Understand how apps are obtained (must have an account,) app stores, purchasing apps with a credit card, in-app purchases, how to use an app store (2:2) B.1
	2	Identify different app types (3:3) B.2
	3	Compare strengths and limits of web applications vs. local applications (1:1) B.3
Hardware Devices C	1	Identify types of devices (i.e. server, laptop, desktop, tablets, etc.) (1:2) C.1
	2	Identify impact of memory and storage for device usage (1:2) C.2
	3	Connect and use different peripherals: camera, audio, microphone, USB devices, printer, external display and necessary device ports (3:3) C.3
	4	Identify Ethernet usage (1:2) C.4
	5	Connect a wireless device to a network (Wi-Fi) (1:1) C.5
	6	Understand power management and power settings (1:1) C.6
	7	Understand driver concepts as well as their device compatibility and updates (1:2) C.7

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	8	**Compare platform implications and considerations (i.e. Mac, PC, Linux, iOS, Android, Firmware) (1:2)** C.8
	9	**Compare platform compatibility for cellular, Wi-Fi, and wired (1:3)** C.9
	10	**Understand concepts for connecting devices to the internet (1:2)** C.10
	11	**Understand common hardware configurations (1:1)** C.11
	12	**Compare the pros and cons of touch screens vs non-touch screen devices (1:1)** C.12
Computer Software D	1	**Understand operating system versioning and update awareness (1:2)** D.1
	2	**Compare concepts surrounding applications vs. operating system vs. global settings (1:1)** D.2
	3	**Understand operating systems and software settings (1:2)** D.3
	4	**Understand software preferences/settings (1:1)** D.4
	5	**Understand users and profiles (2:3)** D.5
	6	**Understand file structures and file/folder management, including image files (3:3)** D.6
	7	**Navigate menu options (3:3)** D.7
	8	**Troubleshoot software issues (2:3)** D.8
	9	**Identify use of global positioning system (GPS) and geographic information system (GIS) in society (1:1)** D.9
Backup and Restore E	1	**Understand local data backup and restore functions (1:2)** E.1
	2	**Differentiate use of backup (find a lost file) and restore (fix settings) (1:2)** E.2
	3	**Understand steps to complete a full system restore on a personal device (1:2)** E.3
File Sharing F	1	**Understand ways to transfer files, attachments, links, shared folders, and compressed files (3:3)** F.1
	2	**Understand PDF usage for file sharing (1:3)** F.2
Cloud Computing G	1	**Understand cloud concepts (3:3)** G.1
		dentify benefits of using cloud storage (3:3) G.2

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	3	**Access and use the cloud to upload, download, and sync (3:3)** G.3
	4	**Differentiate web applications vs. local applications, including subscription services (3:3)** G.4
Security H	1	**Understand basic account management (3:3)** H.1
	2	**Understand basic threats to security of computers, data, and identity (3:3)** H.2
	3	**Understand implications of monitoring software (i.e. surveillance) (3:3)** H.3
	4	**Differentiate connecting to secured vs. unsecured network (i.e. wired and wireless) (3:3)** H.4
	5	**Understand importance of anti-virus software usage (3:3)** H.5
	6	**Understand firewalls and basic settings (3:3)** H.6
	7	**Identify e-commerce interactions and best purchasing practices (1:1)** H.7
	8	**Define virtual private networks (VPNs) (1:1)** H.8
Common Application Features I	1	**Demonstrate copy, cut, and paste keyboard equivalents (3:3)** I.1
	2	**Compare differences between plain text and HTML (i.e. text with markup) (3:3)** I.2
	3	**Use spell check (3:3)** I.3
	4	**Use review features (3:3)** I.4
	5	**Demonstrate find/replace (3:3)** I.5
	6	**Select text or cells (3:3)** I.6
	7	**Demonstrate redo and undo (3:3)** I.7
	8	**Demonstrate drag and drop (3:3)** I.8
	9	**Understand read-only view (3:3)** I.9
	10	**Understand protected mode (3:3)** I.10
	11	**Demonstrate magnification (3:3)** I.11
Hands On – Word Processing Activities J	1	**Perform basic formatting skills (3:3)** J.1
		djust margins, page sizes, page orientation, and other page layout concepts 3:3) J.2

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	3 **Change text sizes and font styles (3:3)** J.3
	4 **Create and save files (3:3)** J.4
	5 **Print a document (3:3)** J.5
	6 **Understand print views (3:3)** J.6
	7 **Use review options (3:3)** J.7
	8 **Create tables (3:3)** J.8
	9 **Understand file types that are compatible or editable with word processors (3:3)** J.9
Hands On – Spreadsheet Activities K	1 **Understand common spreadsheet terms (2:3)** K.1
	2 **Insert/delete rows and columns (2:3)** K.2
	3 **Modify cell sizes (2:3)** K.3
	4 **Filter and sort data (2:3)** K.4
	5 **Understand functions, formulas, and operators (2:3)** K.5
	6 **Enter data (2:3)** K.6
	7 **Use and create charts (2:3)** K.7
	8 **Create tables (2:3)** K.8
	9 **Manipulate data (2:3)** K.9
	10 **Format data (2:3)** K.10
	11 **Understand print preview, print, and other page formatting (2:3)** K.11
	12 **Understand compatible spreadsheet file types (i.e. csv, xlsx, tab delimited) (2:3)** K.12
	13 **Use spreadsheet templates to increase productivity (2:3)** K.13
	14 **Understand use of spreadsheet as a simple database (2:3)** K.14
Hands On – Database Activities L	1 **Define data (1:1)** L.1
	2 **Understand how websites utilize databases (1:1)** L.2
	dentify basic concepts of a relational database (1:1) L.3

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	4	**Define metadata (1:1)** L.4
Hands On – Presentation Activities M	1	**Understand file types compatible with presentation software (2:3)** M.1
	2	**Understand how to connect external/extended monitors to display presentation (2:3)** M.2
	3	**Use presentation views and modes (2:3)** M.3
	4	**Add animations, effects, and slide transitions (2:3)** M.4
	5	**Create and organize slides (2:3)** M.5
	6	**Design slides (2:3)** M.6
	7	**Identify presentation software options (2:3)** M.7
Introduction to Digital Media N	1	**Import and insert images into documents (3:2)** N.1
	2	**Crop images (2:2)** N.2
	3	**Identify different types of multimedia (i.e. print, film, video) (1:2)** N.3
Online Functionality O	1	**Understand email basics (3:3)** O.1
	2	**Create calendar events and appointments (3:3)** O.2
	3	**Understand digital identity and cyber bullying in social media (3:3)** O.3
	4	**Understand best communication tools (3:3)** O.4
	5	**Understand virtual meeting options (2:2)** O.5
	6	**Demonstrate effective online searches (3:3)** O.6
	7	**Understand implications of copyright violations (3:3)** O.7
	8	**Identify virtual reality (VR) uses and applications (1:1)** O.8
	9	**Demonstrate appropriate internet etiquette (3:3)** O.9
	10	**Validate internet resources (2:2)** O.10
	11	**Research and validate new technologies (1:1)** O.11
Introduction to We De	1	**Understand basic concepts of webpage development (1:3)** P.1
		Understand HTML/CSS in webpage development (1:3) P.2

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Smart Technology Q	1	**Understand use of artificial intelligence (AI) in technology (1:3)** Q.1
	2	**Define Internet of Things (IoT) as used to connect and operate devices (2:3)** Q.2
	3	**Identify the ethical issues related to the use of smart technology (1:3)** Q.3
	4	**Identify use of drones in society (1:2)** Q.4
Introduction to Programming R	1	**Define algorithms (1:1)** R.1
	2	**Create a simple program (2:3)** R.2
Introduction to Leadership S	1	**Identify leader characteristics (i.e. ethics, intelligence, objectivity, initiative, accountability, dependability, cooperation, integrity, courage, confidence, stability, empathy, creativity, teamwork, responsibility, flexibility) (2:2)** S.1
	2	**Identify leadership styles (2:2)** S.2
	3	**Identify professional and community organizations (i.e. student organizations, civic organizations, professional organizations, social organizations) (2:2)** S.3
	4	**Participate in student organization activities and various projects on the local, state, and national levels (2:2)** S.4
Introduction to Employment Process T	1	**Set occupational objectives (i.e. entrepreneurship, self-employment, full-time, part-time) (1:3)** T.1
	2	**Compose a letter of application (1:3)** T.2
	3	**Create a résumé and portfolio in hard copy and digital format (1:3)** T.3
	4	**Demonstrate knowledge of employment services (i.e. online searches, private, state, federal) (1:3)** T.4
	5	**Review potential interview questions and techniques (1:3)** T.5
	6	**Participate in pre-interview activities (i.e. mock interview, preparing questions for prospective employers) (1:3)** T.6
	7	**Participate in job interview (i.e. interview etiquette, application, appropriate dress, résumé, research company history) (1:3)** T.7
	8	**Complete post-interview activities (i.e. follow-up letter and inquiry call) (1:3)** T.8
	9	**Complete job acceptance (i.e. negotiate salary and benefits, complete benefits forms) (1:3)** T.9
		Discuss legal issues (i.e. drug screen, discrimination, harassment) (1:3) T.10

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	11	**Identify career and training opportunities (i.e. networking, professional organizations, education requirements, salaries, labor market, career ladder, self-initiative, transfer skills and flexibility, functions/job levels of a company) (1:3)** T.11
	12	**Demonstrate knowledge of resignation, termination, and exit interview practices (1:3)** T.12
Employability Skills U	1	**Demonstrate effective communication skills (2:3)** U.1
	2	**Demonstrate ability to present in front of a group (1:3)** U.2
	3	**Demonstrate time management skills (3:3)** U.3
	4	**Understand remote workforce implications (2:3)** U.4
	5	**Understand impact of multigenerational and diverse workforce (2:3)** U.5