Tennessee Computer Literacy

Grades 9, 10

Adopted 2011

The student will develop and apply concepts related to human relations, safety, career development, communications, and leadership skills for a global workplace.	**1.1** Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
	1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
	1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
	1.4 Apply the critical-thinking and soft skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own futures.
	1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.
	1.6 Investigate the life-long learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
	1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.
	1.8 Examine the goals and principles of a professional organization.
	1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
	1.10 Demonstrates parliamentary procedure through office staff/chapter organizational meetings.
	1.11 Apply appropriate typography concepts to industry documents.
Students will understand basic operations and concepts of technology.	**2.1** Students demonstrate a sound understanding of the nature and operation of technology systems.
	2.2 Students are proficient in the use of technology.

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Students will understand the importance of social, ethical, and human issues associated with technology.	**3.1** Students understand the ethical, cultural, and societal issues related to technology.
	3.2 Students practice responsible use of technology systems, information, and software.
	3.3 Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
Students will use technology productivity tools.	**4.1** Students use technology tools to enhance learning, increase productivity, and promote creativity.
	4.2 Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.
Students will use technology communications tools.	**5.1** Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
	5.2 Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
Students will select and use appropriate technology research tools.	**6.1** Students use technology to locate, evaluate, and collect information from a variety of sources.
	6.2 Students use technology tools to process data and report results.
	6.3 Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.
Students will utilize technology problem-solving and decision-making tools.	**7.1** Students use technology resources for solving problems and making informed decisions.
	7.2 Students employ technology in the development of strategies for solving problems in the real world.