



Competency	Performance Indicator	Meets Expectations
Use Technology and Communication Skills to Complete Workplace Tasks	Apply word processing knowledge (e.g. document formatting, managing tables, applying references, and mail merge) to complete workplace tasks (e.g. writing a memo, letter, technical report).	<p>I can create a professional document in an applicable word processing application and write a properly formatted paper using a variety of tools from the application (i.e. all the tools in the ribbon).</p> <p>I can explain what all the tools in the ribbon are for and know when each should be used in technical writing.</p>
	Demonstrate communication (e.g. email, memos) and research (e.g. Internet, online database) skills in creating, expressing, and interpreting information.	I can understand and evaluate information from a variety of online communication and presentation tools (eg. email, chat, hangout) and resources, and use appropriate language (i.e. formality, grammar, spelling) when constructing informative communications.
	Apply spreadsheet functionality (e.g. formatting, performing calculations, and creating charts) to complete workplace tasks.	I can create an applicable spreadsheet, input data into it, and use basic functions and formulas to manipulate input and calculate output values. I can create appropriate charts and other representations of data and apply them in my spreadsheet.
Apply Systems Thinking in Computing	Use a systematic problem-solving process to troubleshoot and resolve system and user errors.	<p>I can ask applicable questions in order to develop a troubleshooting strategy.</p> <p>I can use a given troubleshooting protocol to problem solve and resolve system and user errors.</p>

Apply Systems Thinking in Computing (continued)	Analyze the usability, security, accessibility, and dependability of various computing devices (eg. Laptop, PC, Chromebook, cell phone, remote control, etc).	I can log in, generate a secure password, navigate menus, determine the functionality of accessibility tools such as voice to text, zoom, etc., and understand the value of saving and backing up data.
	Use basic knowledge of hardware and software (eg. Processing speed, storage capacity, operating systems, peripherals available, etc) in order to be an informed consumer of computing systems.	I can evaluate the functionality of computer systems by comparing processor speed, storage, operating system, and understand the peripherals that are available to connect to that system.
Demonstrate Internet Safety and Reliability	Use knowledge of basic network structure to connect to internet and evaluate network reliability.	I can connect to the network using wireless or ethernet connections using security passwords and determine network accessibility and reliability.
	Demonstrate safe practices that control access to data and systems.	I can use safe practices (eg. secure passwords, authentication techniques) to control access to personal and confidential data and systems.
Collection, Usage, and Storage of Data and Analyze Data	Develop and implement a plan for storing and representing digital and non-digital data depending on its size and intended use.	I can create an effective organization system (hierarchy) for my files for saving and retrieving data. I can control sharing settings to ensure that the right users have access to files.
	Identify different data collection mechanisms and uses.	I can identify different ways in which data is collected (eg. web history, app downloads, social media, surveys, cookies) and explain how the data can potentially be used (eg., how companies collect user information for advertising).
	Translate, process, and visualize raw data to create information.	I can develop, collect and analyze raw data to transform, generalize, simplify, and present large data sets in different ways to influence how other people interpret and understand the underlying information.

Collection, Usage, and Storage of Data and Analyze Data (continued)	Make predictions or inferences based on computer data models.	I can use computer generated data models to make predictions or inferences.
Use Logic and Reasoning to Develop Solutions	Apply the design process when developing programs.	I can incorporate the steps of the design process (i.e., brainstorm, create, reflect, revise, share, and present ) when problem solving.
	Write a simple algorithm for a well-known process.	I can develop effective algorithms using a series of ordered steps as solutions to tasks.
	Use variables to represent different situations and produce varying outputs.	I can choose appropriate type of variables to store various data.
Apply Knowledge of Societal Impacts of Technology in Decision Making	Apply basic knowledge of Safety, Laws, and Ethics when using technology (eg. Copyright, FERPA, digital footprint).	I can identify applicable safety laws and discuss ethical dilemmas when using technology.
	Identify ways in which technology impacts culture.	I can discuss issues of access, bias, inclusivity, and diversity in current technology.
	Explain how current technology can influence social Interactions.	I can explain how current technology expands avenues for global communication and social change.
Career Exploration and Planning	Research differing levels of education, credentialing requirements, and employment trends in tech professions.	I can distinguish differences among careers within tech pathways (Information Technology and Support Services, Web and Digital Communications, Programming and Software Engineering) and understand the required education and credentials to pursue each one.