

- A. Identify specifications and configurations of computer hardware
 - 1. Define computer hardware concepts and terminology
 - 2. Illustrate various configurations for hardware components
 - 3. Identify current and emerging hardware technologies

- B. Identify the role of operating systems
 - 1. Utilize system software to execute a common set of applications
 - 2. Identify and use operating system and utility features

- C. Use the Internet to find information and determine its credibility
 - 1. Define Internet concepts and terminology
 - 2. Identify and use current and emerging Internet capabilities

- D. Use word-processing software to create, edit and produce professional documents
 - 1. Define word-processing concepts and terminology
 - 2. Create, modify, save and output professional-looking documents

- E. Create spreadsheets and charts for problem-solving
 - 1. Define spreadsheet concepts and terminology
 - 2. Create, modify, save and output professional-looking documents

- F. Utilize a database
 - 1. Define database concepts and terminology
 - 2. Modify, maintain, save, query and output database information

- G. Use presentation software to create, edit and produce professional-looking presentations
 - 1. Define presentation concepts and terminology
 - 2. Create, modify, save and output professional-looking presentations

- H. Identify ethical and social standards of conduct regarding the use of information and technology
 - 1. Define ethical and social concepts of technology use
 - 2. Define ethical and social standards of conduct when using technology

- I. Identify security threats and solutions
 - 1. Define security terminology and concepts
 - 2. Identify protection and solutions from threats such as malware