



MASSACHUSETTS
DEPARTMENT of
EDUCATION

**Vocational Technical Education
Framework**

Transportation Cluster

Power Equipment Technology

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Massachusetts Department of Education
Career/Vocational Technical Education Unit
address 350 Main Street, Malden, MA 02148
telephone 781-338-3910
internet www.doe.mass.edu/cte/
email careervoctech@doe.mass.edu

Strand 1: Safety and Health Knowledge and Skills

1.A Define health and safety regulations.

- 1.A.01a Identify and apply OSHA and other health and safety regulations that apply to specific tasks and jobs in the occupational area.
- 1.A.02a Identify and apply EPA and other environmental protection regulations that apply to specific tasks and jobs in the occupational area.
- 1.A.03a Identify and apply Right-To-Know (Hazard Communication Policy) and other communicative regulations that apply to specific tasks and jobs in the occupational area.
- 1.A.04a Explain procedures for documenting and reporting hazards to appropriate authorities.
- 1.A.05a List penalties for non-compliance with appropriate health and safety regulations.
- 1.A.06a Identify contact information for appropriate health and safety agencies and resources.

1.B Demonstrate health and safety practices.

- 1.B.01a Identify, describe and demonstrate the effective use of Material Safety Data Sheets (MSDS).
- 1.B.02a Read chemical, product, and equipment labels to determine appropriate health and safety considerations.
- 1.B.03a Identify, describe and demonstrate personal, shop and job site safety practices and procedures.
- 1.B.04a Demonstrate safe dress and use of relevant safety gear and personal protective equipment (PPE), including wrist rests, adjustable workspaces and equipment, gloves, boots, earplugs, eye protection, and breathing apparatus.
- 1.B.05a Illustrate appropriate safe body mechanics, including proper lifting techniques and ergonomics.
- 1.B.06a Locate emergency equipment in your lab, shop, and classroom, including (where appropriate) eyewash stations, shower facilities, sinks, fire extinguishers, fire blankets, telephone, master power switches, and emergency exits.
- 1.B.07a Demonstrate the safe use, storage, and maintenance of every piece of equipment in the lab, shop, and classroom.
- 1.B.08a Describe safety practices and procedures to be followed when working with and around electricity.
- 1.B.09a Properly handle, store, dispose of, and recycle hazardous, and combustible materials.
- 1.B.10a Demonstrate proper workspace cleaning procedures.

1.C Demonstrate responses to situations that threaten health and safety.

- 1.C.01a Illustrate First Aid procedures for potential injuries and other health concerns in the occupational area.
- 1.C.02a Describe the importance of emergency preparedness and an emergency action plan.
- 1.C.03a Illustrate procedures used to handle emergency situations and accidents, including identification, reporting, response, evacuation plans, and follow-up procedures.

- 1.C.04a Identify practices used to avoid accidents.
- 1.C.05a Identify and describe fire protection, precautions, and response procedures.
- 1.C.06a Discuss the role of the individual and the company/organization in ensuring workplace safety.
- 1.C.07a Discuss ways to identify and prevent workplace/school violence.

Strand 2: Technical Knowledge and Skills

2.A Compare and contrast fasteners.

- 2.A.01c Identify commonly used threaded fasteners.
- 2.A.02c Identify SAE bolt head markings.
- 2.A.03c Identify metric bolt head markings.
- 2.A.04c Identify commonly used nuts.
- 2.A.05c Identify commonly used washers.
- 2.A.06c Explain the need for flat washers and lock washers.
- 2.A.07c Identify and describe machine screws.
- 2.A.08c Identify and describe commonly used snap rings.
- 2.A.09c Explain the concept of fastener torque.
- 2.A.10c Explain how to find fastener torque specifications.
- 2.A.11c Explain when to use a general fastener torque chart.
- 2.A.12c Explain what torque sequence refers to.
- 2.A.13c Describe the various types of torque wrenches.
- 2.A.14c Explain the basic rules to follow when using a torque wrench.

Performance Example:

1. Torque fasteners according to manufacturer's specifications and according to sequence.

2.B Demonstrate proper measuring procedures.

- 2.B.01c Describe commonly used low precision measuring tools (steel rule, tape measure, ruler, and combination square).
- 2.B.02c Identify an outside caliper and explain what it is used for.
- 2.B.03c Identify an inside caliper and explain what it is used for.
- 2.B.04c Identify a feeler gauge and explain what it is used for.
- 2.B.05c Identify a hole gauge and explain what it is used for.
- 2.B.06c Identify a telescoping/snap gauge and explain what it is used for.
- 2.B.07c Identify a vernier caliper and explain what it is used for.
- 2.B.08c Identify an outside micrometer and explain what it is used for.
- 2.B.09c Identify an inside micrometer and explain what it is used for.
- 2.B.10c Identify a depth indicator gauge and explain what it is used for.
- 2.B.11c Identify a dial indicator and explain what it is used for.
- 2.B.12 Identify a go/no go gauge and explain what it is used for.
- 2.B.13 Identify a plastic gauge and what it is used for.

Performance Example:

1. Demonstrate measurement skills using both American and metric system using variety of tools.

2.C Demonstrate the use of hand tools.

- 2.C.01c Identify types of screwdrivers.
- 2.C.02c Identify types of pliers.
- 2.C.03c Identify types of combination wrenches.
- 2.C.04c Identify open-end wrenches.
- 2.C.05c Identify box end wrenches.
- 2.C.06c Identify types of punches.
- 2.C.07c Identify types of chisel.
- 2.C.08c Identify types of hammers.
- 2.C.09c Identify types of pipe wrenches.

- 2.C.10c Identify types of adjustable wrenches.
- 2.C.11c Identify types of sockets.
- 2.C.12c Identify types of extensions.
- 2.C.13c Identify types of torque wrenches.
- 2.C.14c Identify types of Allen wrenches.
- 2.C.15c Identify various types of files.
- 2.C.16c Identify types of hacksaws.
- 2.C.17c Identify various types of thread cutting taps.
- 2.C.18c Identify various types of thread cutting dies.
- 2.C.19c Identify a tubing cutter.
- 2.C.20c Identify a double flaring tool.
- 2.C.21c Identify an ISO flaring tool.
- 2.C.22c Identify different types of gasket scrapers.
- 2.C.23c Identify types of wire brushes.
- 2.C.24c Identify types of bench vises.

Performance Example:

1. Choose correct tools to match assigned task.

2.D Demonstrate the use of power tools.

- 2.D.01c Drill holes to given specifications using an electric drill.
- 2.D.02c Identify types of drill bits.
- 2.D.03c Describe the difference in drilling speed for different metals.
- 2.D.04c Describe safety procedures to be followed when using an electric drill.
- 2.D.05c Identify and explain the purpose of an air impact wrench.
- 2.D.06c Identify and explain the purpose of impact sockets.
- 2.D.07c Describe maintenance needs of an impact wrench.
- 2.D.08c Describe safety procedures to follow when using an air impact wrench.
- 2.D.09c Identify and explain the purpose of an electric soldering iron.
- 2.D.10c Describe safety procedures to be followed when using an electric soldering iron.
- 2.D.11c List the type of solder to use when soldering electrical component.
- 2.D.12c Identify and explain the purpose of a bench grinder.
- 2.D.13c Describe safety procedures to follow when using a bench grinder.

Performance Examples:

1. Select the correct tool to drill a hole.
2. Choose the correct tools and supplies to solder an electrical connection.

2.E Maintain Records.

- 2.E.01 Document service work on work orders.
- 2.E.02 Maintain parts and shop supplies on shop inventory lists and work orders.
- 2.E.03 Complete various OEM warranty forms.

2.F Identify and use technical publications (service manuals, IPL's, Microfiche, CD).

- 2.F.01 Describe types of service and parts manual formats and their applications.
- 2.F.02 Reference information in manuals and materials correctly.
- 2.F.03 Define industry specific terminology and nomenclature.

- 2.F.04 Calculate time using labor time guides and flat rate time.
- 2.F.05 Solve problems following a diagnostic and troubleshooting manual.
- 2.F.06 Identify manufacturer, model, serial number, and type of a part.

Performance Example:

1. Given a sample engine model number, the student will look-up parts using paper, microfiche or electronic parts and service lookup system (CD-ROM).

2.G Identify specialty and diagnostic tools.

- 2.G.01 Identify an arbor press and explain what it is used for.
- 2.G.02 Identify and describe the use of an oil filter wrench.
- 2.G.03 Identify pullers and explain what their used for.
- 2.G.04 Identify and describe the use of thread repair tools
- 2.G.05 Identify and describe the use of screw extractors.
- 2.G.06 Identify parts cleaning tank and describe its proper use.
- 2.G.07 Identify thread repair kits and explain their use.
- 2.G.08 Identify and describe the use of a battery load tester.
- 2.G.09 Identify and describe the use of a cooling system hydrometer.
- 2.G.10 Identify and describe the use of a cooling system cap pressure tester.
- 2.G.11 Identify and describe the use of a spark tester.
- 2.G.12 Identify and describe the use of a leak-down tester.
- 2.G.13 Identify and describe the use of a compression tester.
- 2.G.14 Identify and describe the use of a vacuum gauge.
- 2.G.15 Identify and describe the use of both vibri and electronic tachometers.
- 2.G.16 Identify and describe the use of a valve spring compressor.
- 2.G.17 Identify and describe the use of a piston ring compressor.
- 2.G.18 Identify and describe the use of a valve grinder.
- 2.G.19 Identify and describe the use of valve seat cutters.
- 2.G.20 Identify and describe the use of cylinder hones.
- 2.G.21 Identify and describe the use of wire strippers and crimpers.
- 2.G.22 Identify various torque wrench styles.
- 2.G.23 Demonstrate the proper use, maintenance, and calibration requirements of torque wrenches.
- 2.G.24 Identify manufacturer's torque valves and where to find the specification.
- 2.G.25 Demonstrate incremental torque and break-away torque.

Performance Examples:

1. Select the correct tool to drill a hole.
2. Choose the correct tools and supplies to solder an electrical connection.

2.H Demonstrate procedures used to lift equipment.

- 2.H.01 Identify the various types of lifting and hoisting equipment.
- 2.H.02 Properly and safely lift materials with lifting and hoisting equipment used in the shop or field location.
- 2.H.03 Demonstrate the proper and safe use of a hydraulic press and pullers.

2.I Demonstrate procedures used to clean equipment.

- 2.I.01 Identify basic cleaning equipment.
- 2.I.02 Wash parts and components of machines using cleaning equipment such as a solvent tank, pressure washer, and steam cleaner.
- 2.I.03 Dispose of cleaning materials based on EPA and local regulations.

- 2.J Explain the operations of two stroke and four stroke cycle.**
- 2.J.01 Explain two stroke cycle engine operation theory.
 - 2.J.02 Explain piston ported type operation.
 - 2.J.03 Explain reed valve type operation.
 - 2.J.04 Describe normal combustion process.
 - 2.J.05 Describe pre-ignition and its effects.
 - 2.J.06 Describe detonation and its effects.
 - 2.J.07 Explain four stroke cycle engine operation theory.
 - 2.J.08 Describe normal combustion process.
 - 2.J.09 Identify four stroke cycle engine components and parts and explain their purpose.
- 2.K Demonstrate proper customer service when determining a problem.**
- 2.K.01 Interview a customer and/or the operator for information.
 - 2.K.02 Identify exact symptoms of a problem.
 - 2.K.03 Accurately separate systems.
 - 2.K.04 Complete a thorough physical examination.
 - 2.K.05 Replicate or simulate a given problem.
 - 2.K.06 Determine and classify all symptoms of a problem.
 - 2.K.07 Record the results of testing on a worksheet.
 - 2.K.08 Make repairs, then retest to verify the repair.
 - 2.K.09 Demonstrate practices used to communicate with a customer regarding the cause and the prevention of future problems.
- 2.L Demonstrate use of diagnostics, troubleshooting, and testing equipment.**
- 2.L.01 Describe principles of troubleshooting.
 - 2.L.02 Identify systems and their components.
 - 2.L.03 List the sequence of events in a system.
 - 2.L.04 Test the ignition system using a spark tester.
 - 2.L.05 Illustrate the effect of a partially sheared flywheel key.
 - 2.L.06 Remove and inspect and replace points and condenser.
 - 2.L.07 Remove and replace ignition armature (ignition coil, ignition module).
 - 2.L.08 Test and replace ignition armature assembly.
 - 2.L.09 Test and replace high tension leads.
 - 2.L.10 Test solid transistor controlled discharge system.
 - 2.L.11 Test capacitive ignition system.
 - 2.L.12 Demonstrate timing procedure for points style distributors.
 - 2.L.13 Demonstrate timing procedure solid/electronic style distributors.
 - 2.L.14 Measure primary and secondary resistance.
 - 2.L.15 Check/replace engine ignition kill.
 - 2.L.16 Demonstrate static governor adjustment.
 - 2.L.17 Install an engine following given specifications and procedures.
 - 2.L.18 Check top no-load speed.
 - 2.L.19 Check safety related devices for proper operation, correct all problems, and provide written documentation of repairs.
 - 2.L.20 Identify the effects of abrasive ingestion on engine components.
 - 2.L.21 Identify the entrance path of abrasives on several engine failure examples.
 - 2.L.22 Identify the effects of overheating on engine components parts.
 - 2.L.23 Define the root cause of failure on several engine failure examples.

- 2.L.24 Identify overheating effects on two stroke engines due to poor exhaust system maintenance: i.e. piston carbon scoring.
- 2.L.25 Identify detonation, pre ignition and effects on engine components.
- 2.L.26 Identify two stroke engine failures caused by stale fuel varnish.
- 2.L.27 Identify engine failure caused by lean mixture.
- 2.L.28 Identify the effects of over-speeding on engine component parts.
- 2.L.29 Identify the signature break on a connecting or on several engine failure examples.
- 2.L.30 Identify exhaust port piston scoring and large end bearings due to over-speeding.
- 2.L.31 Identify the effects of excessive vibration on engine block and mounting base.
- 2.L.32 Check engine for top end compression.
- 2.L.33 Check engine for base/primary compression (bottom end).
- 2.L.34 Inspect the fuel system for proper operations and perform carburetor pressure test.
- 2.L.35 Inspect the ignition system for proper operation and perform three point spark test.
- 2.L.36 Inspect the exhaust system/port of carbon obstruction.
- 2.L.37 Check crankcase integrity with pressure/vacuum pump.
- 2.L.38 Operate the engine to check for proper starting and power output under load.
- 2.L.39 Perform a fuel pump pressure test.
- 2.L.40 Pressure test the carburetor.
- 2.L.41 Operate the engine to check for proper starting and acceleration.
- 2.L.42 Differentiate hunting/surging symptoms between fuel system or governor system.
- 2.L.43 Perform cylinder balance test and explain findings.
- 2.L.44 Perform cylinder compression test.
- 2.L.45 Perform cylinder leak down test.
- 2.L.46 Perform engine crank case vacuum test.

Performance Example:

1. Able to measure and determine crankshaft end play.
2. Given a failed engine component, student can determine the cause of the failure.
3. Perform specific tests using tools to determine which components are working correctly.

2.M Identify the components of an engine block, valve train, crankcase, cylinder, and head.

- 2.M.01 Describe engine block nomenclature and function.
- 2.M.02 Describe crankcase nomenclature and function.
- 2.M.03 Describe cylinder nomenclature and function.
- 2.M.04 Describe cylinder head nomenclature and function.
- 2.M.05 Describe types of pistons, wrist pins, and rings.
- 2.M.06 Describe connecting rod, bearing, and crankshaft nomenclature and function.
- 2.M.07 Describe engine bearing types and service applications.
- 2.M.08 Describe crankshaft types and service applications.
- 2.M.09 Describe engine oil seal types.

- 2.M.10 Describe valve train nomenclature and function.
- 2.M.11 Describe valve retainer types.
- 2.M.12 Explain crankshaft angle and valve timing degrees.
- 2.M.13 Describe valve overlap and its function.
- 2.M.14 List the benefits of positive crankcase ventilation.
- 2.M.15 Identify the components and function of a crankcase ventilation breather assembly.
- 2.M.16 Service a crankcase breather assembly.

Performance Example:

1. Identify and describe the function of each part and its purpose.

2.N Apply proper lubrication to appropriate parts.

- 2.N.01 Describe the lubrication systems nomenclature and function.
- 2.N.02 Describe the theory of lubrication.
- 2.N.03 Describe (generally) API oil ratings.
- 2.N.04 Describe the meaning of SAE viscosity ratings.
- 2.N.05 Describe the classification of 2 stroke oils.
- 2.N.06 Describe ISO/LEG 2 stroke oil standard A,B,C,D.
- 2.N.07 Describe Jasco oil standard, classification pc, pcw-1,-2,-5.
- 2.N.08 List common oil contaminants.
- 2.N.09 Label types of oil filters used on power equipment.
- 2.N.10 State guidelines for selecting and using oils.
- 2.N.11 Classify types of lubrication systems as for wither 2 or 4 stroke cycle engines.
- 2.N.12 Identify terms associated with an engine lubrication system.
- 2.N.13 List the functions of engine oil.
- 2.N.14 Interpret engine oil application charts used in owners/operators manuals.
- 2.N.15 Describe splash lubrication systems.
- 2.N.16 Describe pressure lubrication systems.
- 2.N.17 Describe oil filtration system.
- 2.N.18 Describe methods of checking oil level in an engine.
- 2.N.19 Change engine oil and filter on a variety of selected equipment.
- 2.N.20 Identify the effects of insufficient lubrication on engine components pistons, cylinders, etc.
- 2.N.21 Define cause of failure on several engine failure examples.
- 2.N.22 Identify two stroke lubrication/fuel quality failure root cause.
- 2.N.23 Identify the use of incorrect/no lubrication.
- 2.N.24 Identify and describe engine failures caused by "phase separation" of fuel.

Performance Example:

1. Describe the lubrication systems nomenclature and function.

2.O Repair cooling systems.

- 2.O.01 Illustrate the concepts of heat transfer.
- 2.O.02 Define the purpose of a cooling system.
- 2.O.03 Define the major types of cooling systems used on power equipment.
- 2.O.04 Describe air cooled system nomenclature and function.
- 2.O.05 List major causes of air-cooled engine overheating.

- 2.O.06 Describe normal service procedures performed on an air-cooled engine.
- 2.O.07 Describe proper cooling system cleaning methods.
- 2.O.08 Perform cooling system cleaning for air-cooled engines.
- 2.O.09 Perform cooling system flush and cleaning of liquid cooled engine.
- 2.O.10 Remove and replace a water pump.
- 2.O.11 Remove and replace a thermostat.
- 2.O.12 Inspect the cooling system.
- 2.O.13 Check for damage to the fins or fan.
- 2.O.14 Identify debris clogging air fins.

Performance Example:

1. Perform normal service procedures on air-cooled and liquid-cooled cooling systems.

2.P Repair fuel systems.

- 2.P.01 Identify types and grades of gasoline used in power equipment.
- 2.P.02 Describe the use of a fuel additive for storage.
- 2.P.03 Describe proper method of carburetor cleaning.
- 2.P.04 Identify the common types of fuel filters.
- 2.P.05 Describe the difference between micron and mesh.
- 2.P.06 Prepare pre-mixed fuel for a two stroke cycle engine.
- 2.P.07 Describe potential problems for oil/fuel mixtures.
- 2.P.08 Describe effects of using alcohol based fuels.
- 2.P.09 Identify proper order of fuel system assembly.
- 2.P.10 Remove and replace intake manifold.
- 2.P.11 Identify common types of fuel pumps.
- 2.P.12 Define fuel pump nomenclature and function.
- 2.P.13 Define accelerator pump nomenclature and function.
- 2.P.14 Explain the theory and function of fuel injection.

2.Q Repair air and exhaust system components.

- 2.Q.01 Describe air filter system nomenclature and function.
- 2.Q.02 List five types of air filters used on small engines.
- 2.Q.03 Describe normal service procedures performed on each type of air filter system.
- 2.Q.04 Describe exhaust system nomenclature and function.
- 2.Q.05 Identify terms associated with exhaust systems.
- 2.Q.06 Describe types of exhaust systems.
- 2.Q.07 Describe proper service cleaning procedures for exhaust ports and spark arrestor screens.
- 2.Q.08 Describe theory and function of single stage catalyst.
- 2.Q.09 Remove and replace a carburetor on a small gasoline engine.
- 2.Q.10 Disassemble, clean, and reassemble carburetors.
- 2.Q.11 Install a repair kit in a carburetor.
- 2.Q.12 Inspect internal carburetor parts for wear.
- 2.Q.13 Remove, replace and repair fuel lines and hoses.
- 2.Q.14 Remove and replace the fuel tank, filters, caps, and lines.
- 2.Q.15 Adjust carburetor choke linkage.
- 2.Q.16 Adjust carburetor mixture screws per OEM specifications.
- 2.Q.17 Adjust carburetor float level.

- 2.Q.18 Adjust carburetor metering levers.
- 2.Q.19 Adjust the engine idle speed.
- 2.Q.20 Describe equipment problems that can occur from operating equipment with a removed/damaged exhaust system.
- 2.Q.21 State the danger of operating a power product in a closed area.
- 2.Q.22 Describe the purpose of an exhaust deflector.
- 2.Q.23 Describe the purpose of a spark arrestor screen.

Performance Example:

1. Demonstrate service procedure for a two stroke muffler.

2.R Repair ignition, starting, and electrical systems.

- 2.R.01 Describe the purpose of an ignition system.
- 2.R.02 Define engine starting systems nomenclature and function.
- 2.R.03 Describe ignition system nomenclature and function.
- 2.R.04 Identify the components and function of a battery ignition system.
- 2.R.05 Identify the components and function of a magneto ignition system.
- 2.R.06 Identify the components of a recoil starting system and describe the function of each.
- 2.R.07 Identify the components of a DC electric starting system and describe the function of each.
- 2.R.08 Identify the components of a AC electric starting system and describe the function of each.
- 2.R.09 Describe the operation of a break-away clutch used on AC and DC electric starter motors.
- 2.R.10 Perform 12 volt DC starter motor current draw test.
- 2.R.11 Remove and replace a starter motor.
- 2.R.12 Remove, test & replace starter relay (solenoid).
- 2.R.13 Repair three different styles of rewind starters.
- 2.R.14 Replace starter drive gear.
- 2.R.15 Disassemble and reassemble 12 volt DC -120 volt AC starter motor.
- 2.R.16 Explain electrical/electronic terms that are common to the power equipment industry.
- 2.R.17 Describe charging system nomenclature and function.
- 2.R.18 Identify types of charging systems including under, flywheel, and belt driven.
- 2.R.19 Describe a DC amps test.
- 2.R.20 Describe an AC volts test.
- 2.R.21 Describe the function of a diode.
- 2.R.22 Describe a resistance test.
- 2.R.23 Perform current drain test using a DC shunt.
- 2.R.24 Remove and replace regulator/rectifier.
- 2.R.25 Describe a series circuit.
- 2.R.26 Describe a parallel circuit.
- 2.R.27 Explain different types of circuit failures.
- 2.R.28 Demonstrate applicable test procedures for testing series and parallel circuits.
- 2.R.29 Check continuity in circuits and electrical system components.
- 2.R.30 Check current flow in electrical systems and components.
- 2.R.31 Inspect, test, and replace fusible links, fuses, and circuit breakers.
- 2.R.32 Identify terminals and connectors used in electrical systems.

- 2.R.33 Identify electrical wire sizes and selection based on anticipated current load.
- 2.R.34 Identify sending units used in an electrical circuit and explain their function.
- 2.R.35 Explain storage battery theory and operation.
- 2.R.36 Remove, clean, and replace battery.
- 2.R.37 Perform specific gravity test on battery cell electrolyte.
- 2.R.38 Determine battery state of charge using a digital multimeter.
- 2.R.39 Explain proper procedure for battery disposal based on EPA and local ordinance.

Performance Example:

1. Can check continuity in circuits and electrical system components.
2. Remove and replace a starter motor.
3. Able to measure and determine charging system output.

2.S Repair governor systems.

- 2.S.01 Identify the purpose of the governor system.
- 2.S.02 Describe governor system nomenclature and function including pneumatic (air vane) governor system and mechanical governor system.

Performance Example:

1. Perform dynamic governor adjustments.

2.T Service and maintain chain saws.

- 2.T.01 Summarize and demonstrate generic power equipment safety.
- 2.T.02 Operate and replace a cutting attachment.
- 2.T.03 Sharpen rotary blade, saw chain, and hedge trimmer.
- 2.T.04 Explain ANSI standards such as kick back, operator presence, etc.

2.U Overhaul an engine.

- 2.U.01 Disassemble engine.
- 2.U.02 Inspect, measure, service, and repair components.
- 2.U.03 Remove, service, and replace an exhaust system.
- 2.U.04 Remove the cylinder and demonstrate de-carboning techniques.
- 2.U.05 Remove and inspect the connecting rod and piston.
- 2.U.06 Remove and inspect the crankshaft.
- 2.U.07 Remove and replace needle bearings.
- 2.U.08 Remove and replace main ball bearings.

2.V Inspect an engine.

- 2.V.01 Inspect the crankcase and components.
- 2.V.02 Demonstrate two cycle ring installation.
- 2.V.03 Demonstrate two cycle ring groove cleaning.
- 2.V.04 Inspect reed valves.
- 2.V.05 Inspect intake side of piston skirt on piston ported engines valves.
- 2.V.06 Repair damaged spark plug thread using heli-coil.
- 2.V.07 Inspect and repair the recoil starting system.
- 2.V.08 Inspect and service clutch assembly.

Performance Example:

1. Given a two-cycle engine on a product with trouble symptoms installed, the student can solve the problem with the use of the proper manual and tools.

2.W Disassemble and reassemble four stroke engines.

- 2.W.01 Inspect hydraulic or mechanical lifters.
- 2.W.02 Replace valve stem seals.
- 2.W.03 Inspect valve guides for wear.
- 2.W.04 Inspect valves; resurface or replace.
- 2.W.05 Inspect valve seats, resurface or replace.
- 2.W.06 Perform and explain valve lapping operation.
- 2.W.07 Remove ridge from cylinder bore.
- 2.W.08 De-glaze and clean cylinder bore using a rigid hone.
- 2.W.09 Demonstrate the proper cleaning of the engine block.
- 2.W.10 Explain OEM cylinder reuse specification.
- 2.W.11 Inspect and measure camshaft bearings for wear and damage.
- 2.W.12 Inspect valve train including, valves, rocker arms, lifters, studs, and push rods.
- 2.W.13 Inspect balance system.
- 2.W.14 Inspect shafts and support bearings for damage and wear.
- 2.W.15 Measure and determine values for engine bearings.
- 2.W.16 Use Plasti-gage to determine bearing clearances in an engine.
- 2.W.17 Install all engine components, assemblies and gaskets: torque according to manufacturer's specifications and procedures.
- 2.W.18 Install the crankshaft with its bearings.
- 2.W.19 Measure crankshaft end play.
- 2.W.20 Measure crankshaft run-out.
- 2.W.21 Verify camshaft timing according to manufacturer's specifications and procedure.
- 2.W.22 Adjust valves (mechanical and hydraulic).
- 2.W.23 Assemble and test run engine.

Performance Example:

1. Measure and determine values for engine components.

Strand 3: Embedded Academic Knowledge and Skills

3.A English Language Arts

VTE #	Acad #	Standard	Grade	Topic
3.A.01c	2.4	Integrate relevant information gathered from group discussions and interviews for reports.	Pre-9th	Language
3.A.02c	13.19	Identify and use knowledge of common graphic features (charts, maps, diagrams).	Pre-9th	Reading
3.A.03c	19.21	Write reports based on research that include quotations, footnotes or endnotes, and a bibliography.	Pre-9th	Composition
3.A.04c	24.4	Apply steps for obtaining information from a variety of sources, organizing information, documenting sources, and presenting research in individual projects:	Pre-9th	Composition
3.A.05c	19.27	For informational/expository writing: Write well-organized research papers that prove a thesis statement using logical organization, effective supporting evidence, and variety in sentence structure.	11/12	Composition
3.A.06c	24.6	Formulate original, open-ended questions to explore a topic of interest, design and carry out research, and evaluate the quality of the research paper in terms of the adequacy of its questions, materials, approach, and documentation of sources.	11/12	Composition
3.A.07c	3.17	Deliver formal presentations for particular audiences using clear enunciation and appropriate organization, gestures, tone, and vocabulary.	11/12	Language
3.A.08c	4.27	Use general dictionaries, specialized dictionaries, thesauruses, histories of language, books of quotations, and other related references as needed.	11/12	Language
3.A.09c		Comprehend and use problem-solving techniques and decision trees that are contained in service manuals and databases to determine cause-and-effect relationships.		Voc

3.A.10c		Interpret charts, tables, or graphs to determine the manufacturer's specifications for systems operation to identify out-of-tolerance systems and subsystems.		Voc
3.A.11c		Read technical manuals, guides, resource books and technical literature to gain information and solve problems (Operator's manual, service manuals and databases etc).		Voc
3.A.12c		Read, comprehend, and follow written technical directions for repairs, procedures and processes. (Shop manuals, etc.).		Voc
3.A.13c		Write warranty reports and work orders to include information regarding problem resolution and the results of the work performed for the customer or manufacturer.		Voc

3.B Mathematics

VTE #	Acad #	Standard	Grade	Topic
3.B.01c	7.G.5	Use a ruler, protractor, and compass to draw polygons and circles.	Pre-9th	Geometry
3.B.02c	7.M.2	Given the formulas, convert from one system of measurement to another. Use technology as appropriate.	Pre-9th	Measurement
3.B.03c	7.P.4	Solve linear equations using tables, graphs, models, and algebraic methods.	Pre-9th	Patterns, relations, algebra
3.B.04c	7.P.6	Use linear equations to model and analyze problems involving proportional relationships. Use technology as appropriate.	Pre-9th	Patterns, relations, algebra
3.B.05c	8.M.2	Given the formulas, convert from one system of measurement to another. Use technology as appropriate.	Pre-9th	Measurement
3.B.06c	8.N.1	Compare, order, estimate, and translate among integers, fractions and mixed numbers (i.e., rational numbers), decimals, and percents.	Pre-9th	Numbers

3.B.07c	10.D.1	Select, create, and interpret an appropriate graphical representation (e.g., scatterplot, table, stem-and-leaf plots, box-and-whisker plots, circle graph, line graph, and line plot) for a set of data and use appropriate statistics (e.g., mean, median, range, and mode) to communicate information about the data. Use these notions to compare different sets of data.	9/10	Data Analysis, Probability and Statistics
3.B.08c	10.G.10	Demonstrate the ability to visualize solid objects and recognize their projections and cross sections.	9/10	Geometry
3.B.09c	10.G.3	Recognize and solve problems involving angles formed by transversals of coplanar lines. Identify and determine the measure of central and inscribed angles and their associated minor and major arcs. Recognize and solve problems associated with radii, chords, and arcs within or on the same circle.	9/10	Geometry
3.B.10c	10.G.8	Find linear equations that represent lines either perpendicular or parallel to a given line and through a point, e.g., by using the "point-slope" form of the equation.	9/10	Geometry
3.B.11c	10.M.1.	Calculate perimeter, circumference, and area of common geometric figures such as parallelograms, trapezoids, circles, and triangles.	9/10	Measurement
3.B.12c	10.M.2	Given the formula, find the lateral area, surface area, and volume of prisms, pyramids, spheres, cylinders, and cones, e.g., find the volume of a sphere with a specified surface area.	9/10	Measurement
3.B.13c	10.M.4	Describe the effects of approximate error in measurement and rounding on measurements and on computed values from measurements.	9/10	Measurement
3.B.14c	10.P.8	Solve everyday problems that can be modeled using systems of linear equations or inequalities. Apply algebraic and graphical methods to the solution. Use technology when appropriate. Include mixture, rate, and work problems.	9/10	Patterns, relations, algebra

3.B.15c	G.G.2	Write simple proofs of theorems in geometric situations, such as theorems about congruent and similar figures, parallel or perpendicular lines. Distinguish between postulates and theorems. Use inductive and deductive reasoning, as well as proof by contradiction. Given a conditional statement, write its inverse, converse, and contrapositive.	9/12	Geometry
3.B.16c	12.D.1	Design surveys and apply random sampling techniques to avoid bias in the data collection.	11/12	Data Analysis, Probability and Stats
3.B.17c	12.D.2	Select an appropriate graphical representation for a set of data and use appropriate statistics (e.g., quartile or percentile distribution) to communicate information about the data.	11/12	Data Analysis, Probability and Stats
3.B.18c	12.D.5	Describe a set of frequency distribution data by spread (variance and standard deviation), skewness, symmetry, number of modes, or other characteristics. Use these concepts in everyday applications.	11/12	Data Analysis, Probability and Stats
3.B.19c	12.D.6	Use combinatorics (e.g., "fundamental counting principle," permutations, and combinations) to solve problems, in particular, to compute probabilities of compound events. Use technology as appropriate.	11/12	Data Analysis, Probability and Stats
3.B.20c	12.D.7	Compare the results of simulations (e.g., random number tables, random functions, and area models) with predicted probabilities.	11/12	Data Analysis, Probability and Stats
3.B.21c	12.G.5	Apply properties of angles, parallel lines, arcs, radii, chords, tangents, and secants to solve problems.	11/12	Geometry
3.B.22c	12.M.1	Describe the relationship between degree and radian measures, and use radian measure in the solution of problems, in particular, problems involving angular velocity and acceleration.	11/12	Measurement
3.B.23c	12.M.2	Use dimensional analysis for unit conversion and to confirm that expressions and equations make sense.	11/12	Measurement
3.B.24c	12.P.11	Solve everyday problems that can be modeled using polynomial, rational, exponential, logarithmic, trigonometric, and step functions, absolute values, and square roots. Apply	11/12	Patterns, relations, algebra

		appropriate graphical, tabular, or symbolic methods to the solution. Include growth and decay; joint (e.g., $I = Prt$, $y = k(w_1 + w_2)$) and combined ($F = G(m_1m_2)/d^2$) variation, and periodic processes.		
3.B.25c	12.P.7	Find solutions to quadratic equations (with real coefficients and real or complex roots) and apply to the solutions of problems.	11/12	Patterns, relations, algebra
3.B.26c	12.P.8	Solve a variety of equations and inequalities using algebraic, graphical, and numerical methods, including the quadratic formula; use technology where appropriate. Include polynomial, exponential, logarithmic, and trigonometric functions; expressions involving absolute values; trigonometric relations; and simple rational expressions.	11/12	Patterns, relations, algebra
3.B.27c	12.P.9	Use matrices to solve systems of linear equations. Apply to the solution of everyday problems.	11/12	Patterns, relations, algebra
3.B.28c		Apply mathematical operations and processes to determine conformance with the manufacturer's specifications for location, proportion, mixture, system and sub-system analysis, alignment, etc.		Voc
3.B.29c		Compute mentally whether the observed measurement is out-of-tolerance when comparing the observed measurement to the manufacturer's specifications.		Voc
3.B.30c		Determine the proper sequence of arithmetic operations that are needed to arrive at a solution that can be compared to other specifications when comparing system measurements or tolerances to the manufacturer's specifications and apply them.		Voc
3.B.31c		Measure and/or test with tools designed for English or metric measurements, then convert the result to the manufacturers system used for specifying the correct measurement or tolerance.		Voc

3.B.32c		Solve problems that involve determining whether the proportion of the existing volume or mixture compares to the manufacturers specifications and is within the recommended tolerance.		Voc
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3.C Science and Engineering/Technology

VTE #	Acad #	Standard	Grade	Topic
3.C.01c	1	Differentiate between weight and mass, recognizing that weight is the amount of gravitational pull on an object.	Pre-9th	Physical
3.C.02c	3	Recognize that the measurement of volume and mass requires understanding of the sensitivity of measurement tools (e.g., rulers, graduated cylinders, balances) and knowledge and appropriate use of significant digits.	Pre-9th	Physical
3.C.03c	5.5	Calculate mass-mass, mass-volume, volume-volume, and limiting reactant problems for chemical reactions. (as they relate to compounds used in an automobile).		Chemistry
3.C.04c	6.2	Explain the relationship between temperature and average kinetic energy.		Chemistry
3.C.05c	6.6	Use the combined gas law to determine changes in pressure, volume, or temperature.		Chemistry
3.C.06c	11.1	Describe the chemical processes known as oxidation and reduction.		Chemistry
3.C.07c	11.5	Explain how a typical battery, such as a lead storage battery or a dry cell, works.		Chemistry
3.C.08c	1.1	Identify and explain the steps of the engineering design process, i.e., identify the problem, research the problem, develop possible solutions, select the best possible solution(s), construct a prototype, test and evaluate, communicate the solution(s), and redesign.		Eng/Tech
3.C.09c	3.1	Differentiate between open (e.g., irrigation, forced hot air system) and closed (e.g., forced hot water system, hydroponics) fluid systems and their components such as valves, controlling devices, and metering devices.		Eng/Tech

3.C.10c	3.2	Identify and explain sources of resistance (e.g., 45deg. elbow, 90deg. elbow, type of pipes, changes in diameter) for water moving through a pipe.		Eng/Tech
3.C.11c	3.3	Explain the relationship among temperature change in a substance for a given amount of heat transferred, the amount (mass) of the substance, and the specific heat of the substance.		Eng/Tech
3.C.12c	3.4	Differentiate between hydraulic and pneumatic systems and provide examples of appropriate applications of each as they relate to manufacturing and transportation systems.		Eng/Tech
3.C.13c	3.6	Solve problems related to hydrostatic pressure and depth in fluid systems.		Eng/Tech
3.C.14c	4.1	Differentiate among conduction, convection, and radiation in a thermal system, e.g., heating and cooling <i>systems</i> .		Eng/Tech
3.C.15c	4.2	Give examples of how conduction, convection, and radiation are used in the selection of materials, e.g., home and vehicle thermostat designs, circuit breakers.		Eng/Tech
3.C.16c	4.4	Explain how environmental conditions influence heating and cooling of buildings and automobiles.		Eng/Tech
3.C.17c	4.5	Identify and explain the tools, controls, and properties of materials used in a thermal system, e.g., thermostats, R Values, thermal conductivity, temperature sensors.		Eng/Tech
3.C.18c	5.2	Identify and explain the components of a circuit including a source, conductor, load, and controllers (controllers are switches, relays, diodes, transistors, integrated circuits).		Eng/Tech
3.C.19c	5.3	Explain the relationship between resistance, voltage, and current (Ohm's Law).		Eng/Tech
3.C.20c	5.4	Determine the voltages and currents in a series circuit and a parallel circuit.		Eng/Tech
3.C.21c	5.5	Explain how to measure voltage, resistance, and current in electrical systems.		Eng/Tech
3.C.22c	5.6	Describe the differences between Alternating Current (AC) and Direct Current (DC).		Eng/Tech

3.C.23c	7.2	Differentiate the selection of tools and procedures used in the safe production of products in the manufacturing process, e.g., hand tools, power tools, computer-aided manufacturing, three-dimensional modeling.		Eng/Tech
3.C.24c	1.3	Distinguish between, and solve problems involving, velocity, speed, and constant acceleration.		Physics
3.C.25c	1.4	Create and interpret graphs of motion (position vs. time, speed vs. time, velocity vs. time, constant acceleration vs. time).		Physics
3.C.26c	1.9	Qualitatively distinguish between static and kinetic friction, what they depend on and their effects on the motion of objects. (<i>apply lubrication principles to the reduction of friction, voc</i>)		Physics
3.C.27c	1.12	Identify appropriate standard international units of measurement for force, mass, distance, speed, acceleration, and time, and explain how they are measured.		Physics
3.C.28c	2.4	Describe the relationship among energy, work, and power both conceptually and quantitatively.		Physics
3.C.29c	2.5	Interpret the law of conservation of momentum and provide examples that illustrate it. Calculate the momentum of an object.		Physics
3.C.30c	2.6	Identify appropriate standard international units of measurement for energy, work, power, and momentum.		Physics
3.C.31c	3.2	Differentiate between specific heat and heat capacity.		Physics
3.C.32c	3.3	Explain the relationship among temperature change in a substance for a given amount of heat transferred, the amount (mass) of the substance, and the specific heat of the substance.		Physics
3.C.33c	3.4	Recognize that matter exists in four phases, and explain what happens during a phase change.		Physics
3.C.34c	5.5	Identify appropriate units of measurement for current, voltage, and resistance, and explain how they are measured.		Physics

3.C.35c		Describe electromagnetism coil and explain electromagnetism magnetic fields and forces.		Voc
3.C.36c		State and explain the application of Pascal's law.		Voc
3.C.37c		Describe force torque.		Voc
3.C.38c		Describe viscosity.		Voc

Strand 4: Employability Knowledge and Skills

4.A Develop employability skills to secure and keep employment in chosen field.

- 4.A.01a Evaluate industries, organizations, and careers based on multiple sources of research and information.
- 4.A.02a Assess interest areas to determine potential career pathways, including career ladders.
- 4.A.03a Develop a career plan with alternatives.
- 4.A.04a Complete job applications and related employment documents (e.g. W-4).
- 4.A.05a Create professional cover letters, resumes, and portfolios in a variety of formats (print and electronic).
- 4.A.06a Apply job search skills to seek, evaluate, apply for, and accept employment.
- 4.A.07a Explain good interviewing skills.
- 4.A.08a Demonstrate employability skills needed to get and keep a job.
- 4.A.09a Assess alternative occupational choices (e.g. working conditions, benefits, and opportunities to change).

Performance Examples:

1. Research positions open within a variety of companies and compare/contrast their descriptions, duties, and expectations.
2. Prepare responses to standard interview questions.
3. Participate in a mock-interview with industry professionals.

4.B Communicate in multiple modes to address needs within the career and technical field.

- 4.B.01a Apply strategies to enhance effectiveness of all types of communications in the workplace.
- 4.B.02a Apply reading skills and strategies to work-related documents.
- 4.B.03a Locate information from books, journals, magazines, and the Internet.
- 4.B.04a Apply basic writing skills to work-related communication.
- 4.B.05a Write work-related materials.
- 4.B.06a Explain information presented graphically.
- 4.B.07a Use writing/publishing/presentation applications.
- 4.B.08a Apply basic skills for work-related oral communication.
- 4.B.09a Explain proper telephone etiquette and skills.
- 4.B.10a Lead formal and informal group discussions.
- 4.B.11a Demonstrate effective negotiation and conflict management.
- 4.B.12a Apply active listening skills to obtain and clarify information.
- 4.B.13a Communicate with others in a diverse workforce.

Performance Examples:

1. Review a professional journal; choose one article to summarize.
2. Call the publisher for free products in journal.
3. Develop an oral presentation regarding an article in a journal.
4. Summarize trends presented in a graph.

4.C Solve problems using critical thinking.

- 4.C.01a Demonstrate skills used to define and analyze a given problem.

- 4.C.02a Explain the importance and dynamics of individual and teamwork approaches of problem solving.
- 4.C.03a Describe methods of researching and validating reliable information relevant to the problem.
- 4.C.04a Explain strategies used to formulate ideas, proposals and solutions to problems.
- 4.C.05a Select potential solutions based on reasoned criteria.
- 4.C.06a Implement and evaluate solution(s).

4.D Demonstrate positive work behaviors.

- 4.D.01a Identify time management and task prioritization skills.
- 4.D.02a Explain the importance of following workplace etiquette/protocol.
- 4.D.03a Demonstrate willingness to learn and further develop skills.
- 4.D.04a Demonstrate self-management skills.
- 4.D.05a List causes of stress and effective stress management techniques.
- 4.D.06a Describe the importance of having a positive attitude and techniques that boost morale.
- 4.D.07a Show initiative by coming up with unique solutions and taking on extra responsibilities.
- 4.D.08a Explain the importance of setting goals and demonstrate the ability to set, reach, and evaluate goals.
- 4.D.09a Explain the importance of taking pride in work accomplished and extrinsic and intrinsic motivators that can be used to increase pride.
- 4.D.10a Value the importance of professionalism, including reliability, honesty, responsibility, and ethics.
- 4.D.11a Demonstrate a respect for diversity and its benefit to the workplace.

Strand 5: Management and Entrepreneurship Knowledge and Skills

5.A Analyze basic business practices required to start and run a company/organization.

- 5.A.01a Define entrepreneurship.
- 5.A.02a Describe the relationship between suppliers, producers, and consumers.
- 5.A.03a Compare and contrast types of businesses, including sole proprietorships, small businesses, companies, corporations, governmental agencies, and non-profit organizations.
- 5.A.04a Describe practices that ensure quality customer service.
- 5.A.05a Explain the value of competition in business/field.

Performance Examples:

1. Prepare a business plan for a new company in your community.
2. Participate in a discussion with members of a local small-business incubator or chamber of commerce, identifying opportunities and summarizing best practices of new companies.
3. Create an equipment list, with costs, of equipment required for doing specific tasks.
4. Identify local zoning and environmental laws that apply to businesses in your industry.

5.B Manage all resources related to a business/organization.

- 5.B.01a Identify a company's/organization's chain of command and organizational structure.
- 5.B.02a Define and demonstrate leadership and teamwork skills.
- 5.B.03a Explain ways a company or organization can market itself, including choosing a name, designing logos and promotional materials, advertising, and the importance of word-of-mouth.
- 5.B.04a Identify methods to track inventory, productivity, income, expenses, and personnel.
- 5.B.05a Explain the importance of written operating procedures and policies.
- 5.B.06a Identify professional organizations and their benefits.
- 5.B.07a Explain methods to effectively run a meeting.

Performance Examples:

1. Create a plan to keep track of tools and supplies in your classroom/shop.
2. Work as a team to complete a project, including running and participating in problem-solving meetings.
3. Contact a relevant professional organization and request information about its benefits, membership requirements, and costs.
4. Clip print advertisements from local companies, identifying common themes and contrasting different styles.

5.C Describe methods for managing, organizing, retrieving and reporting financial data.

- 5.C.01a Explain the role of small businesses in the economy.
- 5.C.02a Extract and extrapolate data from financial documents, such as a pay-stub, budget, tax statement, and financial report.

Performance Examples:

1. Create and follow a budget for an in-class project.
2. Identify equipment in your shop/lab that are considered as capital.
3. From a pay-stub, determine gross salary, deductions, and net pay for a calendar year.
4. Create a rate card or other list of standardized costs for services provided, based on research of local rates and practices.

5.D Apply labor and civil rights law and guidelines to business practice and decisions.

- 5.D.01a List federal and state mandated employee rights.
- 5.D.02a Describe proper working conditions for your industry.
- 5.D.03a Explain the role of labor organizations.
- 5.D.04a Discuss the importance of diversity and list methods of encouraging diversity in the workplace.
- 5.D.05a Describe standard forms of employment contracts applicable to your industry.
- 5.D.06a State the current minimum wage, as well as wages for common jobs found within the field.
- 5.D.07a List opportunities for continual professional development.

Performance Examples:

1. Participate in and summarize a discussion with a member of a labor organization.
2. Participate in and summarize a discussion with a member of a civil rights organization.
3. While participating in a group project, write and follow job descriptions for each member of the team.
4. Evaluate a shop/lab in terms of safety, ergonomics, and workflow.

5.E Evaluate the effects of community relations on companies and the industry.

- 5.E.01a Describe the role that the industry/organization plays in different communities.
- 5.E.02a Describe the role that community interests play in a company's/organization's decision-making process.

Performance Example:

1. Participate in a service project or community-centered event.

5.F Apply legal requirements and ethical considerations to business practice and decisions.

- 5.F.01a Identify laws that regulate businesses/organizations in your field.
- 5.F.02a Define the requirements for and protections given by copyright and trademark law.
- 5.F.03a Define the impact of the Americans with Disabilities Act and other civil rights legislation on your business/organization, employees, and customers.
- 5.F.04a Define ethical business practices for your field.
- 5.F.05a Identify trade-specific practices that support clean energy technologies and encourage environmental sustainability.

- 5.F.06c Express a sense of personal obligation to each individual customer and his or her vehicle.
- 5.F.07c Exercise care for the customer's property while in your possession.
- 5.F.08c Repair the vehicle with the highest regard for the environment.
- 5.F.09c Promote and foster goodwill between the repair industry and customers.
- 5.F.10c Recommend corrective and maintenance services, explaining to the customer which of these are required to correct existing problems and which are for preventative maintenance.
- 5.F.11c Create a price estimate for work to be performed.
- 5.F.12c Explain legal standards regarding estimates, as established by the Commonwealth of Massachusetts Attorney General's Office.
- 5.F.13c Create an itemized invoice which clearly identifies any used or remanufactured parts.
- 5.F.14c Explain the importance of using merchandise meeting or exceeding the original manufacturers' standards.
- 5.F.15c Discuss offering warranties covering parts or services.
- 5.F.16c Identify the importance of obtaining prior authorization for all work performed.
- 5.F.17c List ways to notify the customer if appointments or completion promises cannot be kept.
- 5.F.18c Explain and identify ways to follow the Certified Technician's Code of Ethics published by the ASE: Automotive Service Excellence.
- 5.F.19c Explain and identify ways to follow the Auto Sales and Repair Regulations of the Massachusetts Attorney General.

Performance Examples:

1. Research the ethical guidelines set forth by a professional organization related to your industry and participate in a debate over how to apply these guidelines to a variety of situations.
2. Create a portfolio of a variety of completed contracts and their uses.
3. Participate in and summarize a discussion with a lawyer, consumer advocate, or other legal professional.
4. Create a quick reference outline listing legal topics and related resources.

Strand 6: Technological Knowledge and Skills

6.A Demonstrate proficiency in the use of computers and applications as well as an understanding of concepts underlying hardware, software, and connectivity.

- 6.A.01a Select and utilize the appropriate technology to solve a problem or complete a task.
- 6.A.02a Demonstrate file management skills (e.g., install new software, compress and expand files as needed, download files as appropriate).
- 6.A.03a Differentiate between different operating systems and demonstrate use of at least one to open and switch between programs and files.
- 6.A.04a Identify and demonstrate resolutions to simple hardware and software problems as they occur (e.g., frozen screen, disk error, printing problems).
- 6.A.05a Save, retrieve, load, format, and import data into, and export a variety of electronic documents (word processing, spreadsheet, database, AND desktop publishing).
- 6.A.06a Demonstrate the proper use of a variety of external peripherals and how they connect to a computer.
- 6.A.07a Illustrate methods of selecting and using search engines.
- 6.A.08a Send, receive, and manage electronic correspondence and files, in accordance with school policy.
- 6.A.09a Demonstrate proper use of electronic proofreading tools and explain reasons why these shouldn't be relied upon solely.

Performance Example:

1. In the development of work-based projects, students demonstrate computer skills inherent in the word processing techniques used, the organization of data, use of photographic representation, research projects, and other relevant project based activities.

6.B Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.

- 6.B.01a Identify ways in which technology is used in the workplace and in society.
- 6.B.02a Summarize the rights and responsibilities of the school's Acceptable Use Policy.
- 6.B.03a Explain laws restricting use of copyrighted materials on the Internet.
- 6.B.04a Discuss the concerns about electronic communications, privacy and security, including protection from spyware and viruses.

Performance Example:

1. Describe how computers are used to increase efficiency, accuracy, and professionalism in the industry.

6.C Demonstrate ability to use technology for research, problem solving, and communication.

- 6.C.01a Locate, evaluate, collect, and process information from a variety of electronic sources.
- 6.C.02a Demonstrate the use of telecommunications and other media to interact or collaborate with peers, experts, and other audiences.

- 6.C.03a Demonstrate the use of appropriate electronic sources to conduct research (e.g., Web sites, online periodical databases, and online catalogs).
- 6.C.04a Demonstrate proper style (with correct citations) when integrating electronic research results into a research project.
- 6.C.05a Collect, organize, analyze, and graphically present data using the most appropriate tools.
- 6.C.06a Present information, ideas, and results of work using any of a variety of communications technologies (e.g., multimedia presentations, Web pages, videotapes, desktop-published documents).
- 6.C.07a Identify capabilities of technology resources and describe how they can be used for lifelong learning.
- 6.C.08a Demonstrate the proper use of electronic tools and office communications equipment (telephone, fax, copier, etc).

Performance Example:

1. Student is able to effectively use various technologies in the workplace.