

**Engineering and Technology Education
Technological Systems – Grade 8
Course Number – 21.02300**

Course Description: Technological Systems is designed to introduce students to systems and processes to develop an understanding of the impact of technology on humans, the environment, and the global community.

Students will develop an understanding with regards to how technology can impact humans, the environment, and the global community through the development of systems. A systems model in its simplest form (input, process, output and feedback) and the design process are foundational to understanding technological systems. A system can be as small as two components working together (technical system/device level) or can contain millions of interacting devices (user system/network level). We often break down the macro systems into less complicated microsystems in order to understand the entire system better. However, technology is becoming more integrated, and systems are becoming ever more dependent upon each other. By investigating systems through their function, design, and development, students will understand what systems are, why they are developed, and how the knowledge of “systems thinking” can be used in the design and production of prototypes.

The Technological Systems course reinforces the areas of math, science, social studies, and language arts through practical application and/or hands on activities. Exposure to Engineering and Technology related careers, work ethics and leadership skills will be important components in this course.

Course Standard 1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

MS-ENGR-TS-1

Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening

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	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Course Standard 2

MS-ENGR-TS-2

Demonstrate proper safety techniques and tool usage in the Engineering and Technology Laboratory.

- 2.1 Accurately interpret and adhere to safety signs, symbols, and labels.
- 2.2 Demonstrate and incorporate safe laboratory procedures in lab, shop, and field environments.
- 2.3 Identify, select, and use appropriate Personal Protective Equipment (PPE), follow work area organization procedures and follow Standard Operating Procedures (SOP) when performing work.
- 2.4 Identify, select, and use appropriate tools and machines for specific tasks.
- 2.5 Demonstrate safe use of tools and machines.

Course Standard 3

MS-ENGR-TS-3

Examine the variety of components that make up several examples of a system model.

- 3.1 Understand the components of a systems model: input, process, output feedback.
- 3.2 Compare open-looped and closed-looped systems.
- 3.3 Understand and identify the resources of technology.
- 3.4 Explore a variety of system types. (i.e. mechanical, fluid, etc.)
- 3.5 Understand different types of subsystems and how they interact with each other.

Course Standard 4

MS-ENGR-TS-4

Use the engineering design process along with the knowledge of a systems model in the production of a prototype solution to a design problem.

- 4.1 Utilize the Design Process to create a prototype.
- 4.2 Identify how systems are used to solve problems.
- 4.3 Illustrate how the systems model is used in industry.
- 4.4 Apply mathematical and scientific reasoning for engineering design solution.
- 4.4 Utilize an Engineering Design Notebook to document the design process.

Course Standard 5

MS-ENGR-TS-5

Develop an understanding of how humans interact with systems.

- 5.1 Operate systems.
- 5.2 Maintain technological systems.
- 5.3 Troubleshoot technological systems.

Course Standard 6

MS-ENGR-TS-6

Describe how technological systems continuously improve from one iteration to another.

- 6.1 Illustrate the evolution of a variety of technological systems.
- 6.2 Investigate the cause of system failure or improvement.
- 6.3 Analyze the reason for the evolution of technological systems.

Course Standard 7

MS-ENGR-TS-7

Explore how related career and technology student organizations are integral parts of career and technology education courses. Students will develop leadership, interpersonal, and problem-solving skills through participation in co-curricular activities associated with the Technology Student Association.

7.1 Explain the goals, mission and objectives of CTSO organizations.

7.2 Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

7.3 Demonstrate teamwork, leadership, interpersonal relations, and project management skills.