

Engineering and Technology Education
Exploring Engineering and Technology – Grade 6
Course Number – 21.02100

Course Description: The Exploring Engineering and Technology course will provide all students with an introduction to the principles of Engineering & Technology and its place in the modern world. Students will be educated on the daily impact of engineering, and the nature of technology. Exploring Engineering and Technology students will use the Engineering Design Process and experimentation to solve a variety of technological problems. Students will participate in engineering design challenges to understand how criteria, constraints, and processes affect designs. Students will participate in activities that will allow them to gain experience in brainstorming, visualization, modeling, construction, testing, experimentation, and refining designs.

Students also develop skills in researching for information and communicating design information. Exploring Engineering and Technology reinforces the areas of math, science, social studies, and language arts through practical application and hands-on design challenges. 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-EET-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
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Georgia Department of Education

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
-------------------------	---------------------------------	------------------------------	---------------------------	------------------------------

Georgia Department of Education

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-EET-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-EET-3

Identify engineering and technology and its impact on society.

- 3.1 Explore the historical impacts of engineering & technology.
- 3.2 Examine the effects of engineering & technology on society including social, cultural, political, economic and environmental impacts.
- 3.3 Assess the impact(s) of technological products and systems.
- 3.4 Demonstrate an understanding of the Universal Systems Model.

Course Standard 4

MS-ENGR-EET-4

Apply the Engineering Design Process to generate a solution to hands-on design challenges.

- 4.1 Examine the engineering design attributes
- 4.2 Demonstrate the principles of research and design
- 4.3 Use math and science to create solutions to engineering problems
- 4.4 Utilize the engineering design process
- 4.5 Use and maintain technological products and systems
- 4.6 Apply the Universal Systems Model to existing systems
- 4.7 Utilize an Engineering Notebook as a record of process

Course Standard 5

MS-ENGR-EET-5

Examine and research careers in fields related to engineering & technology.

- 5.1 Investigate educational requirements, job responsibilities, employment trends, and opportunities within engineering and technology career pathways using credible sources.
- 5.2 Investigate earnings potential for engineering & technology careers
- 5.3 Identify gender and diversity related issues in engineering & technology careers

Course Standard 6

MS-ENGR-EET-6

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.

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

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

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