



# Information & Communication Technology Skills DRAFT



(1) Basic Computer/Technology Use	K	1	2	3	4	5	6	7	8	9	10	11	12
a. Performs logon/logoff, <a href="#">shutdown/startup</a> procedures	←→												
b. Opens and exits applications	←→		→										
c. <a href="#">Understands the importance of password management</a>	←→		→										
d. <a href="#">Uses proper posture and ergonomics</a>	←→		→										
e. Is able to move around within a document	←→		→										
f. Manages multiple windows: minimize, maximize, restore				←→									
g. <a href="#">Manages personal directory</a>				←→									
<b>(1.1) Keyboarding Skills</b>													
a. <a href="#">Uses left hand on left side of keyboard, right hand on right side</a>	←→		→										
b. Uses mouse to highlight text and images	←→		→										
b. <a href="#">Uses copy, cut, paste and undo</a>				←→									
c. <a href="#">Keys the entire alphabetic keyboard by touch using the correct finger of the correct hand</a>					←→					→			
d. <a href="#">Awareness of various keyboard shortcuts</a>					←→								
<b>(1.2) Mouse Skills</b>													
a. <a href="#">Correctly holds the mouse</a>	←→		→										
b. <a href="#">Understands/uses the left button</a>	←→		→										
c. <a href="#">Understands when to use clicks, double-clicks, and right-clicks</a>	←→		→										
d. <a href="#">Understands/uses the right button and scroll wheel</a>			←→										
<b>(1.3) Imaging Skills</b>													
a. <a href="#">Uses digital camera to import images</a>			←→						→				
b. <a href="#">Uses scanner to import images</a>							←→		→				
c. <a href="#">Uses digital video camera to import video</a>							←→		→				

<b>(2) File and Resource Management</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a. <a href="#">Saves and locates files and folders</a>				←	→								
b. Understands the importance of saving frequently and backing up information				←	→								
c. <a href="#">Identifies and uses file extensions with matching applications</a>								←	→				
d. <a href="#">Creates folders and saves work in appropriate folders</a>					←	→							
e. Chooses appropriate application for the task					←	→							
f. <a href="#">Organizes and maintains files and folders effectively</a>						←	→						
g. Understands how to share/retrieve files and hand-in work							←	→					
h. Is able to save multiple copies/multiple locations							←	→					
i. Creates folders and saves work in appropriate folders for organization of web sites										←	→		

<b>(3) Social, Ethical, Human and Environmental Issues</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a. <a href="#">Understands the Acceptable Use Policy and uses information and communication technology in an appropriate manner, practices "netiquette"</a>	←												→
b. <a href="#">Works cooperatively and collaboratively with others when using technology</a>	←	→											
c. <a href="#">Protects personal information</a>	←	→											
d. <a href="#">Uses multiple sources to help distinguish fact vs. opinion and truth vs. hoax</a>			←	→									
e. <a href="#">Employs anti-plagiarism strategies such as jot notes and research grids</a>			←	→									
f. <a href="#">Respects the personal information of others (e.g. e-mail addresses)</a>			←	→									
g. <a href="#">Follows proper use of copyrighted material and cites resources properly</a>				←	→								
h. <a href="#">Understands software piracy, music and video downloads and the implications of same</a>						←	→						
i. <a href="#">Practices netiquette and implements safeguards against predators</a>						←	→						
j. <a href="#">Awareness of technology related illness and addiction</a>						←	→						
k. <a href="#">Recognizes online marketing techniques (e-commerce)</a>							←	→					
l. Recognizes how technology affects the personal and global environment (equity, access, power, etc.)								←	→				
m. Explores and recognizes the impact of ICT on self, society, and the environment								←	→				
n. <a href="#">Is able to identify the authority and reliability of electronic information</a>								←	→				
o. <a href="#">Evaluates the authority, reliability and validity of electronic information</a>											←	→	



<b>(4) Productivity Tools (con't)</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>(4.3) Presentation and Publishing Skills</b>													
a. <a href="#">Uses presentation software to represent and share ideas</a>					←	→							
b. <a href="#">Adds appropriate transitions and sounds to presentation</a>					←	→							
c. <a href="#">Is able to discern what is appropriate to present and publish</a>						←	→						
d. <a href="#">Applies effective design principles</a>						←	→						
e. <a href="#">Creates internal and external hyperlinks</a>							←	→					
f. <a href="#">Uses an effective and appropriate navigation system</a>							←	→					
g. Employs a critiquing process that includes feedback from others								←	→				
<b>(4.4) Table and Spreadsheet Skills</b>													
a. <a href="#">Is able to identify a table by sight</a>						←	→						
b. Is able to identify the differences between a table and a spreadsheet							←	→					
c. Interprets information in tables and spreadsheets							←	→					
d. Uses simple formulas							←	→					
e. <a href="#">Generates charts to represent data</a>							←	→					
f. <a href="#">Creates and formats tables and spreadsheets</a>							←	→					
g. Uses existing spreadsheet to sort and find data								←	→				
h. Uses appropriate labels and legends								←	→				
<b>(4.5) Web Pages</b>													
a. <a href="#">Is able to create a simple web page with text and images</a>					←	→							
b. <a href="#">Understands that web pages are stored on and accessed from Internet servers</a>					←	→							
c. <a href="#">Uses a variety of graphics with friendly navigation between pages and to outside links</a>							←	→					
d. <a href="#">Utilizes sophisticated web page design techniques to present and share information</a>										←	→		
<b>(4.6) Databases</b>													
a. Knows of educational uses of databases					←	→							
b. Uses existing databases						←	→						
c. Knows terms such as record and field						←	→						
d. Finds and sorts information in a database						←	→						

