

Technology Skill Modules (Draft 8/1/2010)

In hopes of creating a more systematic framework for the delivery of the Elementary technology program at ISS, **please add whatever you think is missing** to this document in the space provided. Results will be reflected in the next draft which will be a framework for organizing the overall tech framework.

Systems and Fundamentals — This module assesses tasks central to the understanding and use of computer systems.

Elementary School Examples	Middle School Examples
<ul style="list-style-type: none"> * Knowledge of the parts of the computer * Troubleshooting basic computer problems * Storing and retrieving files on computers or networks * Basic technology vocabulary 	<ul style="list-style-type: none"> * Selecting a data format or technology tool appropriate to the task or audience * Creating, storing and retrieving data on local area networks and peripheral devices * Knowledge of the basic parts of the computer, vocabulary and symbols of technology * Basic troubleshooting for computer problems * Recognizing and distinguishing among file types

Social and Ethical: This module assesses knowledge about accepted ethical norms as they relate to technology, as well as the impact of technology, past and present, on society.

Elementary School Examples	Middle School Examples
<ul style="list-style-type: none"> * Identifying ethical and unethical uses of technology tools * Awareness of the social and ethical concepts associated with network and telecommunications use * Understanding the basics of online safety 	<ul style="list-style-type: none"> * Identifying ethical and unethical behaviors with respect to the use and transmission of electronic files, software and other online data * Awareness of major social issues and ongoing effects and controversies regarding prominent technology advances

Technology Skill Modules (Draft 8/1/2010)

Word Processing: This module assesses tasks central to formatting text and text/page layout.

Elementary School Examples	Middle School Examples
<ul style="list-style-type: none">* Basic keyboarding skills* Publishing and saving documents such as letters and short papers* Formatting text	<ul style="list-style-type: none">* Publishing, printing and saving documents in a variety of locations* Applying standard text formatting and layout options* Applying layout options at the paragraph, page and document level

Spreadsheets: This module assesses tasks unique and central to creating, editing, manipulating, and interpreting data in spreadsheet tables, charts, and graphs.

Elementary School Examples	Middle School Examples
<ul style="list-style-type: none">* Creating worksheets* Entering and saving information* Creating and interpreting basic graphs* Formatting cells	<ul style="list-style-type: none">* Creating, entering, sorting, filtering and saving information* Using common functions in spreadsheets (merging cells, find/replace)* Writing simple formulas* Creating, labeling and interpreting more complex graphs

Technology Skill Modules (Draft 8/1/2010)

Multimedia and Presentations: This module assesses tasks unique and central to the creation and manipulation of graphic, audio, video, and other non-textual products by electronic means.

Elementary School Examples	Middle School Examples
<ul style="list-style-type: none">* Creating and editing multimedia projects* Communicating effectively to a variety of audiences using multimedia* Using video recorders to capture images and edit clips (including picture files and ClipArt) for use in video or other multimedia	<ul style="list-style-type: none">* Inserting graphics and other multimedia into documents* Creating, formatting and saving presentations* Capturing and composing audio-visual presentations

Telecommunications and Internet: This module assesses tasks central to telecommunications, including intra- and inter-office Networks, and Internet software such as browsers and email.

Elementary School Examples	Middle School Examples
<ul style="list-style-type: none">* Recognizing and comparing basic methods of online communication* Locating and launching a web browser* Navigating from one web site to another* Accessing and sending email	<ul style="list-style-type: none">* Locating and launching a web browser on a computer* Navigating from one web site to another* Accessing and sending email, including composing email distribution lists* Assessing content purpose and credibility as grade appropriate

Technology Skill Modules (Draft 8/1/2010)
