Miami-Dade County Public Schools
giving our students the world

COMPONENT	OBJECTIVES	COMPETENCY
I Basic Operations and Concepts	1. Use common input and output devices (including adaptive devices when necessary)efficiently and effectively. Such as: • demonstrate appropriate use of all available computer hardware and/or • use a variety of software programs. 2. Demonstrate the following keyboarding proficiencies: 3. Use a word processing program to: • perform basic text formatting; • move, insert, and delete blocks of text; and • use spell check and thesaurus tools. 4. Use a desktop publishing program. 5. Use a variety of subject specific software programs. 6. Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.	A. Students will independently perform necessary tasks to load, run, and execute any given software program on any given device. B. After selecting a historical/literary character, students will use appropriate software and collaboratively write and illustrate a one page description about this character. C. Students will use caculator or data collection probe to record and analyze scientific data.
II Technology Tools • Productivity • Research • Problem-solving • Decision-making	1. Use general purpose productivity tools and peripherals to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum. 2. Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems. 3. Use technology tools for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom demonstrating knowledge of: • illustrating with a variety of applications; • multimedia authoring; • presentation tools; • web tools; • digital cameras; and • scanners.	A. Using an appropriate spreadsheet program, students will gather and manipulate raw data, for example: • school store inventory, or • science projects. B. Using a multimedia authoring program, students will develop a presentation on a given topic, for example: • U. S. Geography; • famous Americans; or • sports.

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	4. Use age appropriate multimedia authoring software that incorporates text, sound, clip art, and transitions to create a linear presentation. 5. Use technology resources for problem-solving, self-directed learning, and extended learning activities. • Internet • CD-ROM • data collection probes • calculators • videos • educational software	
III Technology Communication Tools	1. Use telecommunications efficiently and effectively to access remote information, communicate with others in support of direct and independent learning, and pursue personal interests. 2. Explore online services as an information source. 3. Use telecommunications and online resources to participate in collaborative problem-solving activities for the purpose of developing solutions or products for audiences inside and outside the classroom.	A. Students will use an online service to search and gather data to be used in a research report. B. Students will participate in collaborative online projects with students outside their school.
IV Social, Ethical and Human Issues	1. Discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use. 2. Adhere to the Miami-Dade County Public Schools' *Acceptable Use Policy.* 3. Evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources. 4. Discuss the role of technology in the workplace. 5. Identifiy copyright laws as they pertain to forms of media.	A. After discussing copyright laws, students will identify which forms of media can be copied for archival purposes. B. After a classroom discussion of the Miami-Dade County Public Schools' *Acceptable Use Policy*, students will exhibit appropriate behavior when participating in telecommunications activities. C. Students will collect data on the role of technology in the careers of family members.