INSTRUCTIONAL TECHNOLOGY

Miami-Dade County Public Schools
giving our students the world

COMPONENT	OBJECTIVES	COMPETENCY
I Basic Operations and Concepts	1. Compare, contrast, and appropriately use the various input, processing, output, and primary/secondary storage devices. 2. Demonstrate knowledge and appropriate use of operating systems. 3. Make decisions regarding the selection and use of software based on its quality, appropriateness, effectiveness, and efficiency.	A. Explain and demonstrate the proper care and operation of equipment. B. Save files to and retrieve files from directories and folders.

II Technology Tools	1. Produce a document using appropriate word processing skills:
	• enter text
	• edit text
	  • simple: nsert, delete
	  • block: select, move, copy/cut/paste, find/replace, spell check
	• format text: tabs, type styles/sizes, justification, line spacing
	• print
	
	2. Set up a database file to organize and analyze collected data and produce reports:
	• define fields: format
	• enter records
	• edit fields/records: add, delete, rename
	• view records: individual, list
	• design forms
	• create reports
	• sort records
	
	3. Set up a spreadsheet file to organize and analyze collected data and produce reports:
	• design
	• enter information: labels, values, formulas, functions
	• format: cells, rows, columns
	• forecast
	• charts/graphs
		A. Create a document which makes use of selected features of word processing. Such as:
		• business letter
		• essay
		• poem
		• outline
		• resume
		• enumerated list
		
		B. Organize information using alphabetical, chronological, and numerical systems. Such as:
		• address book
		• card collection
		• vocabulary list
		• presidents
		• plants
		• animals
		• states
		
		C. Analyze real-world data and make predictions by applying formulas in a spreadsheet. Such as:
		• budget
		• grades
		• sports statistics
		• weather

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	4. Use graphics programs for a variety of purposes: • multimedia presentations • Internet documents • printed copy	D. Produce an integrated document which has merged information from multiple applications including graphics and text. Such as: • form letter • advertising letter • report • resume/vita
III Technology Communication Tools	1. Use local area networks and wide area networks including the Internet and intranet, in research and resource sharing. 2. Construct appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies. 3. Use a variety of resources to gather authentic data. 4. Analyze the validity and reliability of primary source information and use the information appropriately.	A. Given a particular subject to investigate, use online and off-line resources as a research tool, e.g., • investigate current local and global concerns. B. Participate in online collaborative projects with other students around the country and/ or world.
IV Social, Ethical, and Human Issues	1. Recognize and model ethical acquisition and use of digital information regarding: • proper etiquette • Acceptable Use Policy • copyright laws/issues • piracy • censorship • unauthorized access 2. Adhere to Miami-Dade County Public Schools' *Acceptable Use Policy*. 3. Identify the impact of technology applications on society through research, interviews, and personal observation. 4. Understand relevancy of technology in future careers, life-long learning.	A. Create a story/comic book illustrating the aspects of ethical and responsible computer use. B. Prepare a project on computer related careers. Such as: • collage • report • database • poster • web page