

COMPONENT	OBJECTIVES	COMPETENCY
<p>I Basic Operations and Concepts</p>	<ol style="list-style-type: none"> <li>1. Compare, contrast, and appropriately use the various input, processing, output, and primary/secondary storage devices.</li> <li>2. Demonstrate knowledge and appropriate use of operating systems.</li> <li>3. Make decisions regarding the selection and use of software based on its quality, appropriateness, effectiveness, and efficiency.</li> <li>4. Delineate and make necessary adjustments regarding compatibility issues including digital file formats and cross platform connectivity.</li> </ol>	<ol style="list-style-type: none"> <li>A. Demonstrate proper care and operation of equipment.</li> <li>B. Create, save and retrieve files, directories, and folders.</li> </ol>
<p>II Technology Tools</p>	<ol style="list-style-type: none"> <li>1. Use an integrated software package, e.g., <ul style="list-style-type: none"> <li>• word processing</li> <li>• database</li> <li>• spreadsheet</li> </ul> </li> <li>2. Select and use appropriate desktop publishing features, e.g., <ul style="list-style-type: none"> <li>• fonts</li> <li>• styles</li> <li>• sizes</li> <li>• multi-columns</li> <li>• graphics</li> <li>• headings/subheadings</li> <li>• scanned images</li> </ul> </li> <li>3. Select and use appropriate tools and technology resources to accomplish a variety of tasks and solve problems.</li> <li>4. Apply productivity/multimedia tools and peripherals to support personal productivity, group collaboration, and learning throughout the curriculum.</li> <li>5. Use visual organizers to design solutions such as storyboards, flowcharts, or schematic drawings.</li> <li>6. Collaborate with peers, experts, and others to contribute to a content related knowledge base by using technology to compile, synthesize, produce, and disseminate information.</li> </ol>	<ol style="list-style-type: none"> <li>A. Create a document integrating a word processed document with a database, spreadsheet, and/or graphic.</li> <li>B. Import information from a variety of sources, ie., text from a word processor, photo/graphics, spreadsheet chart, and incorporate into a desktop published document.</li> <li>C. Use appropriate multimedia software to create collaborative presentations on specific topics. Such as: <ul style="list-style-type: none"> <li>• comparative study of writing styles of British and American authors, or</li> <li>• a study of women in history.</li> </ul> </li> </ol>

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<p>III Technology Communication Tools</p>	<ol style="list-style-type: none"> <li>1. Use local area networks and wide area networks including the Internet and intranet, in research and resource sharing.</li> <li>2. Construct appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies.</li> <li>3. Select and use appropriate study and research skills and tools according to the type of information begin gathered or organized, including almanacs, government publications, microfiche, news sources, and information services.</li> <li>4. Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources concerning real-world problems.</li> </ol>	<ol style="list-style-type: none"> <li>A. Given a particular subject to investigate, use online and off-line resources as a research tool, e.g.,               <ul style="list-style-type: none"> <li>• how different cultures have benefitted from a specific invention.</li> </ul> </li> <li>B. Participate in online collaborative projects with other students around the country and/or world.</li> </ol>
<p>IV Social, Ethical, and Human Issues</p>	<ol style="list-style-type: none"> <li>1. Recognize and model ethical acquisition and use of digital information regarding:               <ul style="list-style-type: none"> <li>• proper etiquette</li> <li>• Acceptable Use Policy</li> <li>• copyright laws/issues</li> <li>• piracy</li> <li>• censorship</li> <li>• unauthorized access</li> </ul> </li> <li>2. Adhere to Miami-Dade County Public Schools' <i>Acceptable Use Policy</i>.</li> <li>3. Demonstrate knowledge of current changes in information technologies and the effect those changes have on the workplace and society.</li> </ol>	<ol style="list-style-type: none"> <li>A. Read, discuss and practice the tenets of the Miami-Dade County Public Schools' <i>Acceptable Use Policy</i>.</li> <li>B. Develop a position paper on the ethical use of technology in our society, citing a minimum of four online or offline resources.</li> <li>C. Find examples of advertisements in the media where technology is used to bend reality or create fantasy. Create a multimedia presentation exploring the inaccuracies.</li> </ol>