## **INSTRUCTIONAL TECHNOLOGY**

COMPONENT	OBJECTIVES	COMPETENCY
I Basic Operations and Concepts	<ol> <li>Compare, contrast, and appropriately use the various input, processing, output, and primary/secondary storage devices.</li> <li>Demonstrate knowledge and appropriate use of operating systems.</li> <li>Make decisions regarding the selection and use of software based on its quality, appropriateness, effectiveness, and efficiency.</li> </ol>	<ul><li>A. Explain and demonstrate the proper care and operation of equipment.</li><li>B. Save files to and retrieve files from directories and folders.</li></ul>
II Technology Tools	<ol> <li>Produce a document using appropriate word processing skills:         <ul> <li>enter text</li> <li>edit text</li> <li>simple: nsert, delete</li> <li>block: select, move, copy/cut/paste, find/replace, spell check</li> <li>format text: tabs, type styles/sizes, justification, line spacing</li> <li>print</li> </ul> </li> <li>Set up a database file to organize and analyze collected data and produce reports:         <ul> <li>define fields: format</li> <li>enter records</li> <li>edit fields/records: add, delete, rename</li> <li>view records: individual, list</li> <li>design forms</li> <li>create reports</li> <li>sort records</li> </ul> </li> <li>Set up a spreadsheet file to organize and analyze collected data and produce reports:         <ul> <li>design</li> <li>enter information: labels, values, formulas, functions</li> <li>format: cells, rows, columns</li> <li>forecast</li> <li>charts/graphs</li> </ul> </li> </ol>	<ul> <li>A. Create a document which makes use of selected features of word processing. Such as: <ul> <li>business letter</li> <li>essay</li> <li>poem</li> <li>outline</li> <li>resume</li> <li>enumerated list</li> </ul> </li> <li>B. Organize information using alphabetical, chronological, and numerical systems. Such as: <ul> <li>address book</li> <li>card collection</li> <li>vocabulary list</li> <li>presidents</li> <li>plants</li> <li>animals</li> <li>states</li> </ul> </li> <li>C. Analyze real-world data and make predictions by applying formulas in a spreadsheet. Such as: <ul> <li>budget</li> <li>grades</li> <li>sports statistics</li> <li>weather</li> </ul> </li> </ul>

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INTRODUCTION TO COMPUTERS 020030001

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