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:<br>• demonstrate use of computer hardware;<br>• use a variety of input devices;<br>• use output devices appropriately;<br>• use storage devices apprpriately;<br>• locate, open, and close files from a specific input/output source; and<br>• use a variety of software programs.<br><br>2.  Demonstrate keyboarding proficiency in the following areas:<br>• accuracy, proper finger placement, and<br>• speed.<br><br>3.  Discuss common uses of technology in daily life and the advantages and disadvantages those uses provide.<br><br>4.  Determine when technology is useful and select the appropriate tool(s) and technology resources to address a variety of tasks and problems. | A.  Students will independently demonstrate an understanding of a computer's operating system by manipulating files stored on a variety of devices.<br><br>B.  Students will demonstrate their ability to type keys diagonally above and below the home keys. |
| II   Technology Tools<br>• Productivity<br>• Research<br>• Problem-solving<br>• Decision-making | 1.  Use general purpose productivity tools and peripherals to support personal productivity, remediate skill deficits, and facilitate learning throughout the curriculum. Such as:<br>• use a desktop publishing program;<br>• recognize and explore a database program;<br>• use a word processing program to perform basic text formatting to move, insert, and delete blocks of text;<br>• use spell check and thesaurus tools;<br>• identify, recognize, and explore simple spreadsheets and graphs; and<br>• integrate an illustration in a variety of applications.<br><br>2.  Use technology tools for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom. | A.  Maintain an electronic journal.<br><br>B.  Using various forms of media and appropriate software, students will cooperatively create a presentation on the State of Florida.<br><br>C.  Using appropriate spreadsheet software, students will collaboratively conduct a class survey in order to prepare a spreadsheet report, for example, "Can we get a pet?" or "Where do you go for fun?"<br><br>D.  Illustrate original written material. |

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| | 3. Use technology resources for problem-solving, self-directed learning, and extended learning activities.<br>• Internet<br>• CD-ROM<br>• data collection probes<br>• calculators<br>• videos<br>• educational software | E. The student will use age appropriate multimedia authoring software to create a product that demonstrates knowledge of the following:<br>• text, sound, clip art, and transitions;<br>• presentation tools;<br>• web tools;<br>• digital cameras; and<br>• scanners. |
| 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.<br>• send and receive individual and/or group email messages<br>• identify online services as an information source<br>• use CD-ROM as an information source<br><br>2. 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. With teacher assistance, students will individually or in a group write responses in order to communicate with keypals through email.<br><br>B. Students will use an online service to search and gather data to be used in a research report. |
| 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.<br><br>2. Observe and follow Miami-Dade County Public Schools' *Acceptable Use Policy.*<br><br>3. Identify copyright laws as they pertain to software.<br><br>4. Evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources. | A. After discussing copyright laws, students will be able to list a variety of media protected by these laws, such as compact discs, videos, audio cassettes, books, magazines, music, laserdiscs, and art.<br><br>B. Students will participate in a class discussion of the Miami-Dade County Public Schools' *Acceptable Use Policy* and identify consequences for inappropriate use of the Internet. |