

**TECHNOLOGY COMPETENCIES**

*A student will graduate with the skills understanding and flexibility to adapt to any technological pathway they choose to pursue.*

Competency	Benchmark	Evidence
<b>Navigation</b>		
Students will demonstrate the ability to navigate current Operating Systems.	<input type="checkbox"/> <b>Navigation 1</b> – Ability to demonstrate an understanding of most widely used Operating System (Windows). Can perform basic computer tasks using programs, files and folders. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Shortcuts 1</b> – Demonstrate knowledge of keyboard shortcuts within an Operating System and in specific programs. DATE: _____ INSTRUCTOR: _____	
<b>Word Processing</b>		
Students will demonstrate the ability to use basic tools of current word processing programs through the production of academic and real-world documents.	<input type="checkbox"/> <b>Word Processing 1</b> – familiarity and utilization of basic text and paragraph formatting tools. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Word Processing 2</b> (Template Fluency)– familiarity and utilization of basic text and paragraph formatting tools. DATE: _____ INSTRUCTOR: _____	
<b>Tables and Graphs</b>		
Students will demonstrate ability to use basic tools to create tables in two different programs.	<input type="checkbox"/> <b>Tables 1</b> – Creating basic tables and graphs using a word processing program. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Tables 2a</b> – Creating basic tables and graphs using a spreadsheet program. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Tables 2b</b> – Creating tables and graphs, analyzing data and using basic functions in a spreadsheet program. DATE: _____ INSTRUCTOR: _____	
<b>Graphic Organizer</b>		
Students will demonstrate ability to clearly convey ideas through graphical flow charts.	<input type="checkbox"/> <b>Graphic Organizer 1</b> - familiarity and utilization of tools necessary to create a graphical flow chart. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Graphic Organizer 2</b> – Ability to clearly convey and organize ideas through graphical flow-charts. DATE: _____ INSTRUCTOR: _____	
<b>Communication</b>		
Students will practice and demonstrate ability to communicate with members of our community and the outside world through the use of computers.	<input type="checkbox"/> <b>Search Engines 1</b> - An understanding of search engines and how to use them. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Search Engines 2</b> – An understanding of how to research and extract valid Internet sources from search engines. DATE: _____ INSTRUCTOR: _____	

NAME: \_\_\_\_\_

## TECHNOLOGY COMPETENCIES

	<input type="checkbox"/> <b>Slideshows 1</b> – Understanding of tools used to create a basic slideshow. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Slideshows 2</b> – Understanding of tools used to create a slideshow with animations, timers and links. DATE: _____ INSTRUCTOR: _____	

### *Advanced*

<b>As a prerequisite for graduation, students will demonstrate the ability to create and exhibit professional-level Internet enhanced presentations.</b>	<input type="checkbox"/> <b>Navigation 3</b> – Ability to demonstrate an understanding of a secondary Operating System (Macintosh). Can perform basic computer tasks using programs, files and folders. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>HTML 3</b> – Understanding and use of the HTML language to create web pages. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Tables 3</b> – Ability to create tables for the web. (HTML or web editing software) DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Web Development 3</b> – Understanding of tools and button used to create a website with web editing software. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Computer Graphics 3a</b> – Familiarity and utilization of basic graphic design tools. DATE: _____ INSTRUCTOR: _____	
	<input type="checkbox"/> <b>Computer Graphics 3b</b> – Ability to scan documents or photographs and properly prepare images for the web. DATE: _____ INSTRUCTOR: _____	