

# HBCSD Technology Competencies

## 2<sup>nd</sup> Grade

**I** = Introduce the objective using teacher-directed activities

**R** = Reinforce the objective using teacher-directed activities and hands-on student activities

**M** = Maintain the objective through hands-on, engaged-learning student activities

### Technical Instruments

1. Use digital instruments and measurement devices (e.g. thermometers, scales, heart rate monitors, microscopes) **I**
2. Use data collection technologies (e.g. probes, handheld devices, geographic mapping systems) **N/A** (5th grade standard)

### Computer Identification/Skills

3. Identify computer parts **M**
4. Turn computer on and off correctly **R**
5. Use output devices (e.g. monitor, printer, storage device, projector) **I**
6. Use input devices (e.g. mouse, touchpad, keyboard, remote control, scanner) **R**
7. Use peripheral devices (e.g. camera, microphones, etc.) **N/A** (4th grade standard)
8. Use electronics to communicate and collaborate with others (e.g. email, video conferencing, instant messaging, etc.) **I**
9. Employ basic technology troubleshooting and maintenance techniques **N/A** (3rd grade standard)

### Application Skills

10. Use proper keyboarding skills **I**
11. Adjust volume control on devices **R**
12. Use basic operating system features (e.g. help menus, control menus, etc.) **I**
13. Use Scroll/Highlight/Drag & Drop functions **I**
14. Create/Use/Save files to and retrieve from network folders **I/R**
15. Use Cut/Copy/Paste functions **N/A** (3rd grade standard)
16. Learn shortcut commands (CTRL+S, CTRL+P, etc.) **N/A** (3rd grade standard)
17. Use appropriate tools for the application (word processing, data base, spreadsheet, multimedia) **N/A** (4th grade standard)
18. Choose and use appropriate network printer **I**

### Word Processing

19. Create and revise original text at computer **I**
20. Format text (size, font, color, etc.) **N/A** (3rd grade standard)
21. Format paragraphs (line spacing, alignment, etc.) **N/A** (3rd grade standard)
22. Format document (margins, headers/footers, orientation, etc.) **N/A** (4th grade standard)
23. Use bullets and numbering tools **N/A** (5th grade standard)

24. Set/use tabs **N/A** (6th grade standard)
25. Import graphics and incorporate them into a product/document **N/A** (4th grade standard)
26. Use thesaurus **N/A** (4th grade standard)
27. Use proofreading tools (e.g. spell check, grammar check, word count) **N/A** (3rd grade standard)

### **Data Processing**

28. Create, format and use a spreadsheet to analyze data (Excel) **I**
29. Create a graph using data (e.g. Excel, Google Docs,) **N/A** (3rd grade standard)
30. Create/Use databases to analyze information **N/A** (4th grade standard)

### **Multimedia**

31. Use developmentally appropriate multimedia resources (IXL, Accelerated Reader, JiJi Math, Imagine Learning, etc.) **I**
32. Navigate an interactive program using buttons or hot spots **M**
33. Use digital-imaging technology (Kid Pix, Paint, GIMP, PhotoShop) **I**
34. Create a multimedia presentation (Kid Pix, PowerPoint, Prezi) including images, sounds, and videos **I**
35. Understand the purpose of using a multimedia presentation **N/A** (3rd grade standard)
36. Use the digital camera to obtain images **N/A** (3rd grade standard)
37. Edit/Format graphic images/video **N/A** (3rd grade standard)
38. Add images to presentations from Internet, files, or clip art **N/A** (3rd grade standard)
39. Add sounds to presentations **N/A** (3rd grade standard)

### **Publishing**

40. Create a product (e.g. newsletter, sign, card, web page) using grade level appropriate tools (Publisher, Front Page) **I**
41. Create and publish online presentations to audiences inside/outside the classroom **N/A** (3rd grade standard)
42. Format published products (columns, WordArt, overlays, etc.) **N/A** (3rd grade standard)

### **Visual Organizers**

43. Use a Visual Organizer (Kidspiration, Inspiration, Timeliner, Thinking Maps) **I**

### **Research/Information Access**

44. Use an Internet browser to access web sites **I**
45. Use on-line reference sites to access information (e.g. encyclopedia, map, dictionary, IMDB) **I**
46. Develop effective search strategies **N/A** (3rd grade standard)
47. Assess reliability and validity of electronic information **N/A** (4th grade standard)

### **Societal/Ethical Issues**

48. Understand and abide by District Acceptable Use Policy **I**

49. Respect ideas and material as property (e.g. plagiarism, intellectual property) **I**
50. Understand copyright including citing resources **N/A** (3rd grade standard)
51. Practice injury prevention and technology safety (e.g. ergonomics, electrical dangers) **I**
52. Be aware of issues regarding Internet Safety and how they can impact students of all ages **R**
53. Understand the CIPA (Children's Internet Protection Act) and know what to do if they encounter Internet Predators or Cyber Bullies. **R**
54. Know proper disposal of e-waste. **N/A** (3rd grade standard)