

HBCSD Technology Competencies

7th 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) **M**
2. Use data collection technologies (e.g. probes, handheld devices, geographic mapping systems) **R**

Computer Identification/Skills

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

Application Skills

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

Word Processing

19. Create and revise original text at computer **M**
20. Format text (size, font, color, etc.) **M**
21. Format paragraphs (line spacing, alignment, etc.) **M**
22. Format document (margins, headers/footers, orientation, etc.) **R**
23. Use bullets and numbering tools **R**
24. Set/use tabs **I**
25. Import graphics and incorporate them into a product/document **M**

- 26. Use thesaurus **M**
- 27. Use proofreading tools (e.g. spell check, grammar check, word count) **M**

Data Processing

- 28. Create, format and use a spreadsheet to analyze data (Excel) **M**
- 29. Create a graph using data (e.g. Excel, Google Docs,) **M**
- 30. Create/Use databases to analyze information **R**

Multimedia

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

Publishing

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

Visual Organizers

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

Research/Information Access

- 44. Use an Internet browser to access web sites **M**
- 45. Use on-line reference sites to access information (e.g. encyclopedia, map, dictionary, IMDB) **M**
- 46. Develop effective search strategies **R**
- 47. Assess reliability and validity of electronic information **R**

Societal/Ethical Issues

- 48. Understand and abide by District Acceptable Use Policy **M**
- 49. Respect ideas and material as property (e.g. plagiarism, intellectual property) **R**
- 50. Understand copyright including citing resources **R**
- 51. Practice injury prevention and technology safety (e.g. ergonomics, electrical dangers) **M**
- 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. **R**