

Computer Foundations Blueprint Technology Assessment 1st Semester

FUNDAMENTAL OPERATIONS AND CONCEPTS: TE-C1F1 Students understand the operations and function of technology systems and are proficient in the use of technology.		# of Ques
TE-C1F1-01 Communicate about technology using developmentally appropriate and accurate terminology.	PO 1: Identify basic vocabulary related to technology PO 2: Identify basic vocabulary related to systems	8-12
TE-C1F1-02 Demonstrate increasingly sophisticated operation of technology components (See Workplace Skills 7WP-E1)	PO 1: Use touch-typing strategies to reach a minimum of 20 words per minute with 80% accuracy PO 2. Retrieve and save information remotely on network servers	2-6
TE-C1F1-03 When a system is not working properly, demonstrate an understanding of hardware, software and connectivity problem-solving processes	PO 1: Use troubleshooting strategies to solve application problems (e.g., file management strategies, online help strategies, documentation, collaboration with others)	2-6

SOCIAL, ETHICAL AND HUMAN ISSUES: TE-C2F1 Students understand the social, ethical and human issues related to using technology in their daily lives and demonstrate responsible use of technology systems, information and software.		# of Ques
TE-C2F1-04 – Discuss basic issues related to responsible use of technology and information, and describe personal consequences of inappropriate use (See 2SS-E7, PO1)	PO1: Explain the purpose of an Acceptable Use Agreement/Policy and the consequences of inappropriate use. PO2: Describe and practice safe Internet/Intranet usage (e.g., do not post inappropriate or harmful material; do not reveal personal information; follow district Acceptable Use Policy)	2-6

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TECHNOLOGY PRODUCTIVITY TOOLS: TE-C3F1 Students use technology tools to enhance learning, to increase productivity and creativity, and to construct technology-enhanced models, prepare publications and produce other creative works.	# of Ques	
<p>TE-C3F1-05 Use formatting capabilities of technology tools for communicating and illustrating</p> <p>(See Language Arts W-F1, PO5 and Workplace WP-1)</p>	<p>PO 1: Create a new document, and save it to a specified location (e.g., thumb drive or the student's folder on the school's f:\drive.)</p> <p>PO 2: Use a variety of methods to select text (e.g., double or triple clicking, arrow keys, shift-click)</p> <p>PO 3: Use word processing editing tools to revise a document.</p> <ul style="list-style-type: none"> • cut and paste text from one location in a document to another • copy and paste text from one location in a document to another • change the font, size, and style of text in a document • change the spacing in a document from single to double spacing • set tabs and margins in a document • align text justification, (e.g., center, right, left, justified) • use spell check to correct spelling and grammar in a document • use the delete and backspace keys, and undo function to correct errors in a document • use a variety of methods (e.g., menus, toolbar icons, keyboard shortcuts) to do all of the above <p>PO 4: Print a word processing document with either a portrait or landscape orientation as appropriate.</p> <p>PO 5: Insert graphical elements into a word processing document</p> <ul style="list-style-type: none"> • Insert graphics from the clipart gallery • Insert graphics from a file • Wrap text around a picture or drawing object • Resize graphics by a specific percentage or with the sizing handles • Crop or trim portions of a picture 	8-12
<p>TE-C3F1-06 Use a variety of technology tools for data collection and analysis</p> <p>(See Mathematics 2M-E1 and E2 and Social Studies 1SS-E8,</p>	<p>PO 1: Create and use a spreadsheet to analyze data</p> <ul style="list-style-type: none"> • organize data in a clear and logical way • use appropriate formatting to present the data in a meaningful way 	2-6

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PO1)

- use simple formulas (e.g., addition, subtraction, multiplication, division) and functions (e.g., SUM, AVERAGE)
- create a pie chart, bar graph, and line graph to display data and select the appropriate type of graph depending on the data

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TECHNOLOGY PRODUCTIVITY TOOLS: TE-C3F1 (cont.) Students use technology tools to enhance learning, to increase productivity and creativity, and to construct technology-enhanced models, prepare publications and produce other creative works.		# of Ques
TE-C3F1-07 Present information using technology tools (See Science 1SC-E3, PO1 and PO2, grades 6-8, Technology 4T-E2, PO1 or 4T E3).	PO 1: Design and create a multimedia presentation PO 2: Present a multimedia presentation	2-6

TECHNOLOGY COMMUNICATIONS TOOLS: TE-C4F2 Students use technology tools to enhance learning, to increase productivity and creativity, and to construct technology-enhanced models, prepare publications and produce other creative works.		# of Ques
TE-C4F1-08 Use technology tools for individual and collaborative writing, communication and publishing activities to create curricular-related products for audiences inside and outside the classroom (See Language Arts VP-P2, LS-E)	PO 1: Plan, design and present an academic product using technology tools (e.g., presentation software, projection devices)	2-6