Texas Essential Knowledge and Skills for Technology Applications (Grades 6-8)

Foundations		Information Acquisition	

Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.

1A Demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components

1B Compare, contrast and appropriately use various input, processing, output, and primary/secondary storage devices

1C Demonstrate the ability to select and use software for a defined task according to quality, appropriateness, effectiveness, and efficiency

1D Delineate and make neccessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity

1E Uses technology terminology appropriate to the task

1F Perform software application functions including, but not limited to opening an application program and creating, modifying, printing, and saving documents

1G Explain the difference between analog and digital technology systems and give examples of each

1H Use terminology related to the Internet appropriately including, but not limited to, electronic mail (e-mail), Uniform Resource Locators (URLs), electronic bookmarks, local area networks (LANs), wide area networks (WANs), World Wide Web (WWW) page, and HyperText Markup Language (HTML)

1I Compare and contrast: LANs, WANs, Internet, and Intranet

Uses data input skills appropriate to the task.

2A Demonstrate proficiency in the use of a variety of input devices such as mouse/ trackball, keyboard, microphone,digital camera, printer, scanner, disk/disc, modem, CD-ROM, or joystick

2B Demonstrate keyboarding proficiency in technique and posture while building speed

2C Uses digital keyboarding standards for data input such as one space after punctuation, em/en dashes and smart quotation marks

2D Develop strategies for capturing digital files while conserving memory and retaining image quality

Complies with laws and examines issues regarding use of technology in society.

3A Discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods

3B Demonstrate proper etiquette and knowledge of acceptable use while in an individual classroom, lab, or on the Internet and intranet

3C Describe consequences regarding copyright violations, including but not limited to, hacking, piracy, intentional virus setting, and invasion of privacy

3D Identify the impact of technology applications on society through research, interviews, and personal observation

3E Understand relevancy of technology to future careers, life-long learning, and daily living for individuals of all ages

Uses a variety of strategies to acquire information from electronic resources, with appropriate supervision.

4A Use strategies to locate and acquire desired information on LANs and WANs, including Internet, intranet, and collaborative software

4B Apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies

Acquires electronic information in variety of formats, with appropriate supervision.

5A Identify, create and use files in various formats, such as text, bitmapped/vector graphics, image, video, and audio files

5B Demonstrate the ability to access, operate, and manipulate information from secondary storage and remote devices including CD-ROM/laser discs and on-line catalogs

5C Use on-line help and other documentation

Evaluates acquired electronic information.

6A Determine and employ methods to evaluate the electronic information for accuracy and validity

6B Resolve information conflicts and validate information through accessing, researching, and comparing data

6C Demonstrate the ability to identify the source, location, media type, relevancy, and content validity of available information

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Solving Problems		Communication	

Uses appropriate computer-based productivity tools to create and modify solutions to problems.

7A Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings

7B Create and edit spreadsheet using all data types, formulas and functions, and chart information

7C Plan, create and edit databases by defining fields, entering data, and designing layouts appropriate for reporting

7D Demonstrate proficiency in use of multimedia authoring programs by creating linear or nonlinear projects incorporating text, audio, video, and graphics

7E Create a document using desktop publishing techniques including, but not limited to, the creation of multi-column or multi-section documents with a variety of text-wrapped frame formats

7F Differentiate between and demonstrate appropriate use of a variety of graphic tools found in draw and paint applications

7G Integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge

7H Use interactive virtual environments, appropriate to level, such as virtual reality or simulations

7I Use technical writing strategies to create products such as a technical instruction guide

7J Use foundation and enrichment curricula in the creation of products

Uses research skills and electronic communication, with appropriate supervision, to create new knowledge.

8A Participate with electronic communities as a learner, initiator, contributor, and teacher/mentor

8B Complete tasks using technological collaboration such as sharing information through on-line communications

8C Use groupware, collaborative software, and productivity tools to create products

8D Use technology in self-directed activities by sharing products for defined audiences

8E Integrate acquired technology application skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula

Uses technology applications to facilitate evaluation of work, both process and product.

9A Design and implement procedures to track trends, set timelines and review/evaluate progress for continual improvement in process and product

9B Resolve information conflicts and validate information through research and comparison of data

Formats digital information for appropriate and effective communication.

10A Use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports

10B Demonstrate use of a variety of layouts in a database to communicate information appropriately including horizontal and vertical layouts

10C *Cr*eate a variety of spreadsheet layouts containing descriptive labels and page settings

10D Demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate

10E Match the chart style to the data when creating and labeling charts

Delivers the product electronically in a variety of media, with appropriate supervision.

11A Publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video

11B Design and create interdisciplinary multimedia presentations for defined audiences including audio, video, text, and graphics

11C Use telecommunication tools for publishing such as Internet browsers, video conferencing, or distance learning

Uses technology applications to facilitate evaluation of communication, both process and product.

12A Design and implement procedures to track trends, set timelines, and review and evaluate the product using technology tools such as database managers, daily/monthly planners, and project management tools

12B Determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience, demonstrating that process and product can be evaluated using established criteria or rubrics

12C Select representative products to be collected and stored in an electronic evaluation tool

12D Evaluate the product for relevance to the assignment or task