

Standards A & B

- A. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.
- B. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.

Basic Use and Troubleshooting Skills		Indicators	Proficient
1. *	I understand and can describe the function of the following parts of a computer: CPU, Monitor, Memory, Input devices (keyboard, mouse), and Storage devices (CD-ROM, floppy disks, hard drive, tape or other removable media).	Self-created glossary, chart, poster, etc. for instructional use, or *	
2. *	I understand and can describe the function of the following peripheral devices: Printer, scanner, digital camera, and data projector or LCD panel.		
3. *	I understand and can display a working knowledge of a variety of other instructional technology tools, such as a laser disk player, VCR, TV, etc.	* or document in lesson plan	
4. *	I understand and can explain terms associated with networking and telecommunications hardware and software, such as: <ul style="list-style-type: none"> • Wide Area Network (WAN) • Local Area Network (LAN) • The Internet • The World Wide Web (WWW) • Network server • Browser • Search engine • E-mail 	May be documented in glossary, lesson plan, instructional hand out, etc., or by *	
5. *	I can navigate a computer screen, including using icons, windows, pull-down menus, and dialog boxes.	Peer/Supervisor observation or other items in *	
6. *	I can demonstrate basic mouse techniques (click, double-click, and click and drag).		
7. *	I can navigate the computer hard drive and/or network server to locate, open, and save files. I can use the find command to find files or folders.		
8. *	I can perform the following basic troubleshooting tasks: <ul style="list-style-type: none"> • Connect power cords and cables • Reboot the computer • Clean the mouse, if applicable • Select printer(s) 		
Other, as required:			

* Evidence of proficiency in these skills may be documented by including a print-out of a screen capture, the initials of a peer or supervisor—signifying observation of skill demonstration, a written description of the process used to demonstrate the skill, or any combination of the above.