

# SKILLS ARRAY

## NJ CCCS 8.1 - COMPUTER AND INFORMATION LITERACY

BASIC COMPUTER SKILLS AND TOOLS												APPLICATION OF PRODUCTIVITY TOOLS															
GRADE	<a href="#">Technology vocabulary</a>	Understanding and using features of an operating system	Grade appropriate effective input of text and data.	Use files, folders, or network resources to store or retrieve data.	Use computer icons.	Create, organize and manipulate shortcuts.	Produce grade appropriate documents using age appropriate software.	Create and use graphic organizers to create, construct or design a document.	Plan and create a database, define fields, input data, produce a report using sort and query.	Produce and interpret graphs and charts by entering data on a spreadsheet.	Merging information from one document to another.	Create and produce a grade appropriate multimedia presentation/project.	Produce and edit page layouts in different formats using desktop publishing and graphics software.	File development for website or webpage inclusion	Explain the purpose of an Acceptable Use Policy and consequence for inappropriate use of technology.	Practice safe internet usage and appropriate internet and email etiquette	Demonstrating an understanding of current and future technology impact on society.	Recognize, exhibit social, legal and ethical behaviors when using information and technology; understands consequences for misuse (i.e. plagiarism of copyrighted material)	Make informed choices among technology resources in a variety of contexts.	Choose appropriate technology information resources to support research and solve real world problems.	Identify and use appropriate, accurate and relevant electronic information sources to solve real problems	Compose, send, and organize email messages with and without attachments.	Locate specific information by searching a database; evaluate the accuracy and relevance of that information.	Utilize and manipulate computer applications to independently or collaboratively solve problems.	Identify hardware problems and suggest solutions to solve them.	Identify a problem and formulate a strategy to solve the problem using technology tools, brainstorming, flowcharting, and appropriate resources.	Integrate new information into a knowledge base and communicate the results in a project or presentation.
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Basic Operations and Concepts						Software Applications						Social, Ethical, and Human Issues						Information Access Research Tools				Problem Solving and Decision Making Tools					

- concept / skill is introduced and practiced *in integration with the core curriculum subjects* (i.e. Mathematics, Language Arts, Science, Social Studies, Health/Physical Education, Visual/Performing Arts, and World Language)