

## Southern Regional ETTC:

### Alignment to Technology Proficiencies for Vineland Schools

#### Awareness Proficiency Level

Category	Proficiency - Awareness	Infusion/Integration	ETTC Workshops
<b>Communication</b>  1. E-mail  2. Voice mail  3. Web Pages  4. Publications (Newsletters)	1. Able to open and send e-mail.  2. Know voice mail extension.  3. Able to navigate School and District web sites.  4. Uses a word processor to distribute information.	1. Uses e-mail for personal and school business only.  2. Occasionally checks voice mail.  3. Visits School and District web sites daily to obtain information.  4. Occasionally provides information to students and parents in a newsletter format.	• Introduction to the Internet  • Making your first webpage  • Newsletters and Flyers with Microsoft Word
<b>Responsible Use/Ethics</b>  <b>Acceptable Use Policy</b>  <b>Copyright Laws</b>  <b>Net Etiquette</b>	1. Aware of District's AUP  2. Aware of Copyright Laws and restrictions  3. Aware of Ethical and Human issues of computing	1. Students log in to District Policy page when using the Internet  2. Teachers explain Copyright Laws and restrictions  3. Teachers inform students of Ethical and Human issues of computing	• Introduction to the Internet
<b>Knowledge of Hardware</b>  <b>Computers</b>  <b>Peripherals</b>  <b>Technology Tools</b>	1. Understands how to Start and Log on to a computer/network.  2. Can identify basic components of a computer and peripherals.  3. Aware of technology devices available for	1. Turns on/off computer on a daily basis.  2. Submits tech requests using correct terminology.  3. Sign up for technology devices for classroom use.	• First Steps in Technology  • The Worry-free Classroom

	classroom use.		
<b>Knowledge of OS</b> <b>File Management</b> <b>Disk Management</b> <b>Understanding Use of Network</b>	<b>1. Aware of file structure (desktop, My Documents, Program Files, personal folders, etc.).</b> <b>2. Knows purpose of various types of disks.</b> <b>3. Aware of Network and Log-on procedures.</b>	<b>1. Makes students aware of existence of file structure.</b> <b>2. Makes students aware of various types of disks in order to store files.</b> <b>3. Teaches students how to log-on to the Network.</b>	<ul style="list-style-type: none"> <li>· The Worry-free Classroom</li> </ul>
<b>Knowledge of Application and Productivity Software</b> <i>Microsoft Office Suite</i> <i>Microsoft Word</i> <i>Microsoft Excel</i> <i>Microsoft Access</i> <i>Microsoft Front Page</i> <i>Microsoft PowerPoint</i> <i>Microsoft Publisher</i> <b>Other Productivity Software</b> <b>Curricular Software</b>	<b>1. Aware of proper use of productivity software for specific tasks.</b> <b>2. Aware of classroom management tools such as electronic gradebook software, lesson plan software, Inspiration, etc.</b> <b>3. Aware of appropriate commercial software for instructional activities.</b>	<b>1. Uses Microsoft Office applications and other productivity software for personal and school business only.</b>	<ul style="list-style-type: none"> <li>· Microsoft Word or Word-processing</li> <li>· Microsoft Excel or Introduction to Spreadsheets and Graphing</li> <li>· Microsoft Access or Introduction to Database</li> <li>· Microsoft Front Page</li> <li>· Microsoft PowerPoint or Introduction to Multimedia</li> <li>· Microsoft Publisher</li> <li>· Microsoft Outlook</li> </ul>
<b>Internet Use- Search Engines - Vineland Intranet Use- Site Evaluation - Browser Use - Research</b>	<b>1. Able to browse the Vineland Intranet and Internet.</b> <b>2. Able to determine level of appropriateness of web sites.</b>	<b>1. Shares selected web sites with students.</b>	<ul style="list-style-type: none"> <li>· Introduction to the Internet</li> </ul>