

Washington State Technology Basics for ABE and ESL (September 28, 2000)

	Knowledge and Concepts	Resource Gathering	Applied Proficiency
Level 1 Exit Criteria:	Upon completing Technology Basics Level 1, a learner has a minimal knowledge of and experience with, using computers and related technology.		
1.1.0	The student will recognize the major components of a computer when shown, such as: a monitor, a mouse, a keyboard.	The student will begin to use to use technology with assistance.	The student will enter and exit a familiar program with assistance.
1.2.0	The student will identify available electronic devices, such as calculators, copiers, and telephones.	The student will begin to ask for assistance on technology use.	The student will demonstrate some ability using a mouse and keyboard.
Level 2 Exit Criteria:	Upon completing Technology Basics Level 2, a learner can use simple computer programs and, when given direction, can perform a sequence of routine tasks using technology (e.g., fax machine, computer operation).		
2.1.0	The student will name the parts of the computer, such as a monitor, a keyboard, and a mouse.	The student will begin to follow simple instructions for using technology.	The student will use the mouse with some confidence and accuracy to point, click and drag.
2.2.0		The student will ask for assistance from others.	The student will appropriately access programs by inserting a disk or CD into a computer drive.
2.3.0		The student, with assistance, will begin to share information with others.	The student will use basic keys, such as shift, delete, space bar, backspace, enter, arrows and numbers
Level 3 Exit Criteria:	Upon completing Technology Basics Level 3, a learner can work with or learn most basic computer software, such as using a word processor to produce own texts, and can follow simple instructions for using technology.		
3.1.0	The student will begin to read independently, increase technology vocabulary, and with assistance use a variety of sources such as electronic spell check and thesaurus as tools.	The student will gather and share information gained from technology with others.	The student will use several basic computer software programs.
3.2.0		The student will follow oral and/or written instructions for using technology.	The student will perform basic computer functions such as saving, retrieving and printing.
3.3.0		With instructor assistance, the students will collaborate on technological tasks, such as completing a basic word processing activity.	The student will identify all visible components and common software icons.
3.4.0			The student will begin to use electronic devices such as fax, copier, calculator, and tape recorder to acquire, process, and manage information.
3.5.0			The student will use a word processing program to type sentences.
Level 4 Exit Criteria:	Upon completing Technology Basics Level 4, a learner is proficient using computers, can use most computer applications, can understand the impact of using different technologies, and can interpret the appropriate use of new software and technology.		
4.1.0	The student will read independently	The student will explore topics	The student will use a word

Washington State Technology Basics for ABE and ESL (September 28, 2000)

	Knowledge and Concepts	Resource Gathering	Applied Proficiency
4.2.0	and continue to increase technology vocabulary by using tools, such as help menus, and directions. The student will demonstrate knowledge of the differences between a hard drive, CD ROM, and/or disk drive.	and materials on the internet with assistance. The student will follow somewhat complex written and/ or oral instructions for using technology.	processing program to compose and revise written materials such as paragraphs, an informal letter or a resume. The student will use software tools to check spelling, change fonts, changing formatting, and access help screens.
4.3.0		The student will begin to identify and access electronic materials, such as encyclopedias, dictionaries, and the internet.	The student will begin to use email for personal communication.
4.3.1			The student will access various software various programs from a hard drive, CD ROM and/or disk drive.
4.3.2			The student will save and retrieve personal data to a removable disk.
4.4.0		With minimal assistance from the instructor, students will collaborate with other students in acquiring and using technology.	
Level 5 Exit Criteria:	Upon completing Technology Basics Level 5, a learner is able to use common software and learn new software applications; can define the purpose of new technology and software and select appropriate technology; can adapt the use of software or technology to new situations, and can instruct others, in written or oral form, on software and technology use.		
5.1.0	The student will describe what s/he is able to do with technology using appropriate technological vocabulary.	The student will begin recognize and seek assistance for common technical problems, such as a frozen screen, virus warning, and other warnings.	The student will use word processing to compose and revise a document, such as a business letter or report, with minimal errors.
5.2.0	The student will acquire and use internet vocabulary, such as search engines, web sites, and URL's.	With teacher/peer assistance, the student will perform a basic search on the internet.	The student will begin to use multiple common software, such as spreadsheets, graphics, and multimedia programs.
5.3.0	The student will demonstrate a basic knowledge of the connection of computers through the internet.		The student will use the basic functions of the internet, such as the location bar, back and forward buttons, and bookmarks.
5.4.0	The student will begin to apply critical thinking principles, such as separating fact from opinion, drawing conclusions and predicting outcomes to sources retrieved from a computer.		The student will use the functions of email (compose, send, forward, delete, save) to increase written fluency.
Level 6 Exit Criteria:			
6.1.0	The student will identify and explain the functions of a variety of hardware, such as a printer.	The student will seek information to solve common technical problems, such as a frozen screen, virus warning, and other warnings.	The student will confidently use word processing and correct errors.
6.2.0	The student will determine whether	The student will assist others in	The student will use common

Washington State Technology Basics for ABE and ESL (September 28, 2000)

	Knowledge and Concepts	Resource Gathering	Applied Proficiency
	or not technology is an appropriate tool for a task.	resolving common technical problems.	software, such as spreadsheets for budgeting, graphics for math, and multimedia programs for speaking presentations.
6.3.0	The student will choose the appropriate technology for a task.	The student will collaborate to complete a project which uses information, such as that gathered from the Internet	The student will cut, copy, and paste information from more than one program.
6.4.0	The student will identify possible pitfalls of using technology.		Students will choose and use a variety of technology to improve the quality of a project.
6.5.0	The student will apply critical thinking principles, such as separating fact from opinion, drawing conclusions, a predicating outcomes to resources gathered from a computer.		