

Information & Technology Standards Kindergarten

Course Abilities [Apply the following to each content standard.]

- 1. Apply abilities to media.**
 - A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
 - B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
 - C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
 - D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).
- 2. Read, write, speak, and listen for many purposes.**
 - A. Watch and listen to a variety of forms of media.
 - B. Utilize a variety of forms mass media for learning (magazines, newspapers, radio, television, CD-ROM).
 - C. Conduct research (locate, observe/gather, analyze, conclude).
 - D. Demonstrate listening, dictating, writing, and presentation skills.
- 3. Develop life-long enjoyment and appreciation of reading.**
 - A. Select a book.
 - B. Listen to a story.
 - C. Recommends books to others.

Subject/Course Content

Research & Inquiry Skills

- 1. Know about the media center.**
 - A. Identify the purpose of the media center.
 - B. Locate the school media center (and know there is a local public library).
 - C. Recognize the people who work in the media center and their duties.
 - D. Recognize types of print and non-print materials.
- 2. Discover the various areas of the media center.**
 - A. Locate everybody books, picture books.
 - B. Locate audio-books and videos.
- 3. Perform check out and return of materials.**
 - A. Demonstrate the ability to check out materials.
 - B. Demonstrate how and where to return materials.

Appropriate Use of Resources

- 4. Demonstrate respect for people and materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials with care.
 - D. Return materials on time and in the right place.

Technology Skills

- 5. Demonstrate the proper and safe use of hardware and software.**
 - A. Use input devices (mouse, keyboard).
 - B. Adjust monitor.
 - C. Insert disks and access disk drives.
 - D. Log on and off network.
 - E. Use output devices (printer, monitor).
 - F. Load, turn on and rewind audio cassettes and use CD's.
- 6. Understand basic computer operations.**
 - A. Recognize and verbalize basic computer terminology.
 - B. Recognize if a computer is not functioning properly.
 - C. Operate menu-driven software.
 - D. Read and follow onscreen directions.
- 7. Identify and use a keyboard properly.**
 - A. Demonstrate proper usage of a basic keyboard
 - B. Demonstrate proper posture and placement of hands on keyboard. (e.g. Left and Right)
- 8. Utilize multimedia authoring and presentation tools.**
 - A. Demonstrate use of paint tools.
 - B. Demonstrate use of draw tools.

Information & Technology Standards

First Grade

Course Abilities [Apply the following to each content standard.]

- 1. Apply abilities to media.**
 - A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
 - B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
 - C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
 - D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).
- 2. Read, write, speak, and listen for many purposes.**
 - A. Watch and listen to a variety of forms of media.
 - B. Utilize a variety of forms mass media for learning (magazines, newspapers, radio, television, CD-ROM).
 - C. Conduct research (locate, observe/gather, analyze, conclude).
 - D. Demonstrate listening, dictating, writing, and presentation skills.
- 3. Develop life-long enjoyment and appreciation of reading.**
 - A. Select a book.
 - B. Listen to a story.
 - C. Recommends books to others.
 - D. Check out books at reading level on a regular basis.

Subject/Course Content

Research & Inquiry Skills

- 1. Verbalize the difference between fiction and nonfiction books.**
- 2. Locate Everybody books in the media center.**
 - A. Recognize that books are placed in order from A-Z by author's name.
 - B. Locate an Everybody book by author with assistance.
- 3. Identify the title, author, and illustrator of various books.**
 - A. Locate and identify the title of books.
 - B. Locate and identify the name of a book's author.
 - C. Locate and identify the name of a book's illustrator.

Appropriate Use of Resources

- 4. Demonstrate respect for people and materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials and resources with care.
 - D. Return materials on time and in the right place.
- 5. Demonstrate responsible computer and Internet use.**
 - A. Demonstrate positive behaviors when using technology.
 - B. Understand and follow the school's acceptable use policy.

Technology Skills

- 6. Demonstrate the proper and safe use of hardware and software.**
 - A. Use input devices (mouse, keyboard).
 - B. Adjust monitor.
 - C. Insert disks and access disk drives.
 - D. Log on and off network.
 - E. Use output devices (printer, monitor).
 - F. Load, turn on and rewind audio cassettes and use CDs.
- 7. Understand basic computer operations.**
 - A. Recognize and verbalize basic computer terminology.
 - B. Recognize if a computer is not functioning properly.
 - C. Operate menu-driven software.
 - D. Read and follow onscreen directions.
- 8. Demonstrate the proper use of the keyboard.**
 - A. Demonstrate proper usage of a basic keyboard
 - B. Demonstrate proper posture and placement of hands on keyboard. (e.g. Left and Right)
- 9. Utilize multimedia authoring and presentation tools.**
 - A. Demonstrate knowledge of and create projects using paint/draw tools.
 - B. Create presentations (e.g. slide shows, cards).
- 10. Utilize a word processing program.**
 - A. Write, edit and/or revise documents.
 - B. Open and save documents.
 - C. Manipulate text and graphics.
- 11. Utilize the Internet.**
 - A. Use a web browser.
 - B. Locate and open bookmarked sites.

Information & Technology Standards

Second Grade

Course Abilities [Apply the following to each content standard.]

1. Apply abilities to media.

- A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
- B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
- C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
- D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).

2. Read, write, speak, and listen for many purposes.

- E. Watch and listen to a variety of forms of media.
- A. Utilize a variety of forms mass media for learning (magazines, newspapers, radio, television, CD-ROM).
- B. Conduct research (locate, observe/gather, analyze, conclude).
- C. Demonstrate listening, dictating, writing, and presentation skills.

3. Develop life-long enjoyment and appreciation of reading.

- E. Select a book.
- A. Listen to a story.
- B. Recommends books to others.
- C. Check out books at reading level on a regular basis.

Subject/Course Content

Research & Inquiry Skills

1. Locate fiction and non-fiction sections in the media center.

2. Utilize an electronic card catalog.

- A. Locate the library card catalog in the media center.
- B. Search for materials by subject, author, and title using the card catalog system.
- C. Locate library materials using the card catalog system with assistance.

3. Identify the reference section in the media center.

- A. Verbalize the purpose and locate the reference section.
- B. Compare uses of encyclopedias and dictionaries.
- C. Locate and utilize encyclopedias and dictionaries.

Appropriate Use of Resources

4. Demonstrate respect for people and materials.

- A. Talk quietly.
- B. Behave correctly for different activities.
- C. Treat the materials and resources with care.
- D. Return materials on time and in the right place.

5. Demonstrate responsible computer and Internet use.

- A. Demonstrate positive behaviors when using technology.
- B. Understand and follow the school's acceptable use policy.
- C. Understand and follow copyright policies.
- D. Use critical thinking skills in analyzing data.

6. Identify different parts of a book.

- A. Locate the spine of a book to identify title and call number.
- B. Identify information on the title page (title, author, illustrator).

Technology Skills

- 7. Demonstrate the proper and safe use of hardware and software.**
 - A. Use input devices (mouse, keyboard).
 - B. Adjust monitor.
 - C. Turn on/off CPU/Monitor.
 - D. Insert disks and access disk drives.
 - E. Log on and off network.
 - F. Use output devices (printer, monitor).
 - G. Load, turn on and rewind audio cassettes and use CDs.
- 8. Understand basic computer operations.**
 - A. Recognize and verbalize basic computer terminology.
 - B. Recognize if a computer is not functioning properly.
 - C. Operate menu-driven software.
 - D. Follow onscreen directions.
- 9. Demonstrate the proper use of the keyboard.**
 - A. Demonstrate proper usage of a basic keyboard
 - B. Demonstrate proper posture and placement of hands on keyboard (e.g. Homerow).
 - C. Use basic keys (shift, return, space, delete, esc, arrows).
- 10. Utilize multimedia authoring and presentation tools.**
 - A. Create projects with paint/draw tools.
 - B. Create presentations (e.g. slide shows, cards).
- 11. Utilize a word processing program.**
 - A. Write, edit and/or revise documents.
 - B. Open, save and print documents.
 - C. Manipulate text and graphics.
- 12. Utilize the Internet.**
 - A. Locate and open a web browser.
 - B. Locate and open bookmarked sites.

Information & Technology Standards

Third Grade

Course Abilities [Apply the following to each content standard.]

- 1. Apply abilities to media.**
 - A. Evaluate and solve problems related to media (classify, decide, estimate, solve, compare).
 - B. Speak and write clearly (present, persuade, collaborate, explain, recommend).
 - C. Brainstorm and organize in preparation for media activities (envision, research, plan, organize, persist).
 - D. Plan and create products displaying the quality process (plan, draft, analyze, and revise).
- 2. Read, write, speak, and listen for many purposes.**
 - A. Watch and listen to a variety of forms of media.
 - B. Utilize a variety of forms mass media for learning (magazines, newspapers, radio, television, CD-ROM).
 - C. Conduct research (locate, observe/gather, analyze, conclude).
 - D. Demonstrate listening, dictating, writing, and presentation skills.
- 3. Develop life-long enjoyment and appreciation of reading.**
 - A. Select a book.
 - B. Listen to a story.
 - C. Recommends books to others.
 - D. Check out books at reading level on a regular basis.
 - E. Recognize the award winning work of authors and illustrators.
 - F. Identify different kinds of stories (e.g. folklore).

Subject/Course Content

Research & Inquiry Skills

- 1. Locate a variety of media utilizing an electronic card catalog.**
 - A. Locate library materials by subject, title, author, keyword, and series using the library card catalog.
 - B. Locate fiction and nonfiction books on shelves using the call numbers (alphabetical and numerical) - or to Grade 4.
- 2. Identify and conduct research with reference materials.**
 - A. Locate and use encyclopedias, dictionaries, and atlases.
 - B. Use Internet/software reference resources.

Appropriate Use of Resources

- 3. Demonstrate respect for people and materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials and resources with care.
 - D. Return materials on time and in the right place.
 - E. Recognize that the media specialist is a resource.
- 4. Demonstrate responsible Computer and Internet use.**
 - A. Demonstrate positive social and ethical behaviors when using technology.
 - B. Understand and follow the school's acceptable use policy.
 - C. Understand and follow copyright policies.
 - D. Use critical thinking skills in analyzing data.

5. Identify and utilize different parts of a book.

- A. Identify information on the title page (title, author, and illustrator).
- B. Identify other parts of a book (index, glossary, table of contents, spine)

Technology Skills

6. Demonstrate the proper and safe use of hardware and software.

- A. Log on and off network.
- B. Choose the appropriate printer.

7. Understand basic computer operations.

- A. Communicate using basic computer terminology.
- B. Follow a grade appropriate checklist to determine if a computer is not functioning properly.
- C. Operate menu-driven software.
- D. Follow onscreen directions.

8. Demonstrate the proper use of the keyboard.

- A. Demonstrate proper usage of a basic keyboard
- B. Demonstrate proper posture and placement of hands on keyboard (e.g. Touch type).
- C. Use basic keys (tab, command/control, caps lock).

9. Utilize multimedia authoring and presentation tools.

- A. Create projects with paint/draw tools.
- B. Create presentations (e.g. slide shows).

10. Utilize a word processing program.

- A. Write, edit and/or revise documents.
- B. Open, save and print documents.
- C. Manipulate text and graphics.

11. Utilize the Internet.

- A. Locate and open a web browser.
- B. Locate and open bookmarked sites.

Information & Technology Standards

Fourth Grade

Course Abilities [Apply the following to each content standard.]

- 1. Apply higher thinking skills to media activities.**
 - A. Analyze and evaluate data and other information (classify, predict, estimate, decide, generalize, solve, relate, interpret, simplify).
 - B. Create communications for a variety of purposes (present, persuade, collaborate, explain, recommend).
 - C. Utilize goal setting/attainment when planning projects (brainstorm, envision, research, plan, organize, persist).
 - D. Plan and create products displaying the quality process (plan, draft, analyze, and revise when producing products).
- 2. Be able to read, write, speak, and listen for many purposes.**
 - A. Watch, read, listen to a variety of forms of media.
 - B. Utilize a variety of forms of mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
 - C. Conduct research (locate, observe/gather, analyze, conclude).
 - D. Demonstrate technical skills:
 - read/write/present: instructions, table, chart, thank you letter, letter of request, inquiry, checklist, research report, summary
 - technology; word processing, Internet, AV production
- 3. Develop life-long enjoyment and appreciation of reading.**
 - A. Select a book.
 - B. Listen to a story.
 - C. Recommends books to others.
 - D. Check out books at reading level on a regular basis.
 - E. Recognize the award winning work of authors and illustrators.
 - F. Identify different genres of literature (mysteries, adventure stories, biographies, autobiographies).

Subject/Course Content

Research & Inquiry Skills

- 1. Locate fiction books, nonfiction books, and magazines in the media center.**
- 2. Locate a variety of media by subject, title, and author using the card catalog/electronic catalog.**
- 3. Identify and conduct research with reference materials.**
 - A. Locate and use encyclopedias, dictionaries, and atlases.
 - B. Access Internet/software reference resources.

Appropriate Use of Resources

- 4. Demonstrate respect for people and media materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials and resources with care.
 - D. Return materials on time and in the right place.
 - E. ID traits of the work of authors and illustrators.
 - F. Recognize that the media specialist is a resource.

- 5. Demonstrate responsible Computer and Internet use.**
 - A. Demonstrate positive social and ethical behaviors when using technology.
 - B. Understand and follow the school's acceptable use policy.
 - C. Understand and follow copyright policies.
 - D. Use critical thinking skills in analyzing data.
- 6. Use different parts of a book.**
 - A. Identify information on a title page (title, author, illustrator, and publisher).
 - B. Identify other parts of a book (copyright date, index, glossary, summary, appendix)

Technology Skills

- 7. Demonstrate the proper and safe use of hardware and software.**
 - A. Log on and off network.
 - B. Choose the appropriate printer and follow appropriate protocols.
- 8. Understand basic computer operations.**
 - A. Communicate using basic computer terminology.
 - B. Follow a grade appropriate checklist to determine if a computer is not functioning properly.
 - C. Operate menu-driven software.
 - D. Follow onscreen directions.
- 9. Demonstrate the proper use of the keyboard.**
 - A. Demonstrate proper usage of a basic keyboard
 - B. Demonstrate proper posture and placement of hands on keyboard (e.g. Touch type).
 - C. Demonstrate keyboard skills at an appropriate speed and accuracy.
- 10. Utilize multimedia authoring and presentation tools.**
 - A. Create projects with paint/draw tools.
 - B. Create presentations (e.g. slide shows).
- 11. Utilize a word processing program.**
 - A. Write, proofread, edit and/or revise documents.
 - B. Access spell-check as an editing tool.
 - C. Open, save and print documents.
 - D. Manipulate text and graphics.
- 12. Access the Internet.**
 - A. Access a web browser.
 - B. Bookmark sites.
 - C. Use basic Internet and Web Browser tools (search fields, address bar, link, button bar).

Information & Technology Standards

Fifth Grade

Course Abilities [Apply the following to each content standard.]

- 1. Apply higher thinking skills to media activities.**
 - A. Analyze and evaluate data and other information (classify, predict, estimate, decide, generalize, solve, relate, interpret, simplify).
 - B. Create communications for a variety of purposes (present, persuade, collaborate, explain, recommend).
 - C. Utilize goal setting/attainment when planning projects (brainstorm, envision, research, plan, organize, persist).
 - D. Plan and create products displaying the quality process (plan, draft, analyze, and revise when producing products).
- 2. Be able to read, write, speak, and listen for many purposes.**
 - A. Watch, read, and listen to a variety of forms of media.
 - B. Utilize a variety of forms of mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
 - C. Conduct research (locate, observe/gather, analyze, conclude).
 - D. Demonstrate technical skills:
 - read/write/present: instructions, table, chart, thank you letter, letter of request, inquiry, proposal, checklist, research report, summary
 - technology; word processing, data base, Internet, AV production
- 3. Develop life-long enjoyment and appreciation of reading.**
 - A. Select books from a large variety of sources (e.g. school media center, classroom collections, public library, and personal book collection).
 - B. Listen to a story.
 - C. Recommends books to others.
 - D. Check out books at reading level on a regular basis.
 - E. Recognize the award winning work of authors and illustrators.
 - F. Identify different genres of literature (e.g. fantasy, historical fiction, science fiction).
 - G. Recognize and locate works by various and specific authors.

Subject/Course Content

Research & Inquiry Skills

- 1. Locate fiction books, nonfiction books, and magazines in the media center.**
- 2. Locate a variety of media by subject, title, and author using the card catalog/electronic catalog.**
- 3. Identify and conduct research with reference and other media materials.**
 - A. Create a research question that identifies topics, subtopics and key words.
 - B. Locate and use encyclopedias, dictionaries, and atlases.
 - C. Access Internet/software reference resources using software, online databases, Internet, and web-based software.
 - D. Take usable notes in student's own words.
 - E. Organize and report findings.
 - F. Produce a bibliography.

Appropriate Use of Resources

- 4. Show respect for people and materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials and resources with care.
 - D. Return materials on time and in the right place.
 - E. Recognize that the media specialist is a resource.
- 5. Demonstrate responsible Computer and Internet use.**
 - A. Demonstrate positive social and ethical behaviors when using technology.
 - B. Understand and follow the school's acceptable use policy.
 - C. Understand and follow copyright policies.
 - D. Use critical thinking skills in analyzing data.

Technology Skills

- 6. Demonstrate the proper and safe use of hardware and software.**
 - A. Log on and off network.
 - B. Choose the appropriate printer and follow appropriate protocols.
- 7. Understand basic computer operations.**
 - A. Communicate using basic computer terminology.
 - B. Use grade appropriate checklist to determine if a computer is not functioning properly.
 - C. Operate menu-driven software.
 - D. Follow onscreen directions.
- 8. Demonstrate proper use of the keyboard.**
 - A. Demonstrate proper posture and placement of hands on keyboard (e.g. Touch type).
 - B. Demonstrate keyboard skills at an appropriate speed and accuracy.
- 9. Use multimedia authoring and presentation tools.**
 - A. Create projects with paint/draw tools.
 - B. Create presentations (e.g. slide shows).
 - C. Import/export and manipulate simple graphic, video, and/or sound objects.
- 10. Utilize a word processing program.**
 - A. Write, proofread, edit and/or revise documents.
 - B. Access spell-check as an editing tool.
 - C. Open, save and print documents.
 - D. Manipulate text and graphics.
- 11. Access and utilize the Internet.**
 - A. Access and use a web browser.
 - B. Enter URLs and access online databases.
 - C. Locate basic Internet and Web Browser tools (address bar, search fields, link, button bar).
 - D. Utilize and compare search engines.
- 12. Create and manipulate a simple spreadsheet.**
 - A. Enter data into and format cells.
 - B. Create graphs/charts (axis, scale, legend/key, intervals).
- 13. Create and manipulate a simple database.**
 - A. Construct a database. [field, records, layouts]
 - B. Manipulate data.

Information & Technology Standards

Sixth Grade

Course Abilities [Apply the following to each content standard.]

- 1. Apply higher thinking skills to media activities.**
 - A. Analyze and evaluate data and other information (classify, predict, estimate, decide, generalize, solve, relate, interpret, simplify).
 - B. Create communications for a variety of purposes (present, persuade, collaborate, explain, recommend).
 - C. Utilize goal setting/attainment when planning projects (brainstorm, envision, research, plan, organize, persist).
 - D. Plan and create products displaying the quality process (plan, draft, analyze, and revise when producing products).
- 2. Be able to read, write, speak, and listen for many purposes.**
 - A. Watch, read, listen to a variety of forms of media.
 - B. Utilize a variety of forms of mass media (magazines, newspapers, radio, television, Internet, CD-ROM).
 - C. Conduct research (locate, observe/gather, analyze, conclude).
 - D. Demonstrate technical skills such as:
 - read/write/present: instructions, reports (progress, research), specifications, proposal, letters (request, response), manual, form, checklist, pamphlet, technical research, technical analysis, summary, advertisement, announcement
 - technology; word processing, spreadsheet, data base, desktop publishing, Internet, search tools, AV production
- 3. Develop life-long enjoyment and appreciation of reading.**
 - A. Select books from a large variety of sources (e.g. school media center, classroom collections, public library, and personal book collection).
 - B. Listen to a story.
 - C. Recommends books to others.
 - D. Check out books at reading level on a regular basis.
 - E. Recognize the award winning work of authors and illustrators.
 - F. Identify different genres of literature (e.g. fantasy, historical fiction, science fiction).
 - G. Recognize and locate works by various and specific authors.
 - H. Summarize a current event found in a newspaper and/or magazine.
 - I. Identify the main sections of a newspaper.

Subject/Course Content

Research & Inquiry Skills

- 1. Use periodic indexes to locate and use magazine articles.**
 - A. Locate periodic indexes.
 - B. Use a periodical index to locate information.
- 2. Use advanced reference sources to conduct research and gather information.**
 - A. Use search engines to find information on specific topics.
 - B. Use an on-line database to find information on specific topics.
 - C. Use specialized dictionaries.
- 3. Create a research question that identifies topics, related topics, key words, and search terms.**
- 4. Collect, report and create graphs to relay the results of an activity on a spreadsheet.**

Appropriate Use of Resources

- 5. Show respect for people and materials.**
 - A. Talk quietly.
 - B. Behave correctly for different activities.
 - C. Treat the materials and resources with care.
 - D. Return materials on time and in the right place.
 - E. Recognize that the media specialist is a resource.
- 6. Demonstrate responsible Computer and Internet use.**
 - A. Demonstrate positive social and ethical behaviors when using technology.
 - B. Understand and follow the school's acceptable use policy.
 - C. Understand and follow copyright policies.
 - D. Use critical thinking skills in analyzing data.
- 7. Possess techniques and strategies for effective use of media.**
 - A. Demonstrate and develop techniques and strategies to access information.
 - B. Demonstrate and develop techniques and strategies for producing information.

Technology Skills

- 8. Demonstrate the proper and safe use of hardware and software.**
 - A. Log on and off network.
 - B. Choose the appropriate printer and follow appropriate protocols.
- 9. Understand basic computer operations.**
 - A. Communicate using basic computer terminology.
 - B. Use grade appropriate checklist to determine if a computer is not functioning properly.
 - C. Operate menu-driven software.
 - D. Follow onscreen directions.
- 10. Demonstrate proper use of the keyboard.**
 - A. Demonstrate proper posture and placement of hands on keyboard (e.g. Touch type).
 - B. Demonstrate keyboard skills at an appropriate speed and accuracy.
- 11. Use multimedia authoring and presentation tools.**
 - A. Create projects with paint/draw tools.
 - B. Create presentations (e.g. slide shows).
 - C. Import/export and manipulate simple graphic, video, and/or sound objects.
- 12. Utilize a word processing program.**
 - A. Write, proofread, edit and/or revise documents.
 - B. Access spell-check and thesaurus as an editing tool.
 - C. Open, save and print documents.
 - D. Manipulate text and graphics.
- 13. Access and utilize the Internet.**
 - A. Access and use a web browser.
 - B. Enter URLs and access online databases.
 - C. Locate basic Internet and Web Browser tools (address bar, search fields, link, button bar).
 - D. Utilize and compare search engines.
- 14. Create and manipulate a simple spreadsheet.**
 - A. Enter data into and format cells.
 - B. Create graphs/charts (axis, scale, legend/key, intervals).
- 15. Create and manipulate a simple database.**
 - A. Construct a database. [field, records, layouts]
 - B. Manipulate data.

16. Create a variety of projects using multiple technologies in production.

- A. Produce a quality written, audio, and/or visual document using multiple technology (e.g. computer, camcorder, VCR, audio cassette, printer).
- B. Produce and conduct a presentation using multiple technologies (e.g. computer, overhead, camcorder, VCR, audio cassette, printer).