

TechLiteracy Assessment and New Jersey Standard 8.1 Middle School

This document outlines the New Jersey 8.1 Computer and Information Literacy Standards addressed in TechLiteracy Assessment's Middle School version.

Module	DB	MMP	SE	Spread	SF	TI	WP
NEW JERSEY 8.1.8.A. BASIC COMPUTER SKILLS AND TOOLS (G8)							
1. Use appropriate technology vocabulary.							
2. Use common features of an operating system (e.g., creating and organizing files and folders).							
3. Demonstrate effective input of text and data, using touch keyboarding with proper technique.							
4. Input and access data and text efficiently and accurately through proficient use of other input devices, such as the mouse.							
5. Create documents with advanced text-formatting and graphics using word processing.							
6. Create a file containing customized information by merging documents.							
7. Construct a simple spreadsheet, enter data, and interpret the information.							
8. Design and produce a basic multimedia project.							
9. Plan and create a simple database, define fields, input data, and produce a report using sort and query.							
10. Use network resources for storing and retrieving data.							
11. Choose appropriate electronic graphic organizers to create, construct, or design a document.							
12. Create, organize and manipulate shortcuts.							
NEW JERSEY 8.1.8.B. SOCIAL ASPECTS							
A. Application of Productivity Tools							
1. Demonstrate an understanding of how changes in technology impact the workplace and society.							
2. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.							
3. Explain the purpose of an Acceptable Use Policy and the consequences of inappropriate use of technology.							
4. Describe and practice safe Internet usage.							
5. Describe and practice "etiquette" when using the Internet and electronic mail.							
B. Application of Productivity Tools: Information Access and Research							
6. Choose appropriate tools and information resources to support research and solve real world problems, including but not limited to: On-line resources and database, Search engines and subject directories							
7. Evaluate the accuracy, relevance, and appropriateness of print and non-print electronic information sources.							
B. Application of Productivity Tools: Problem Solving and Decision Making							
8. Use computer applications to modify information independently and/or collaboratively to solve problems.							
9. Identify basic hardware problems and demonstrate the ability to solve common problem.							
10. Determine when technology tools are appropriate to solve a problem and make a decision.							

What does TechLiteracy Assessment Assess? Descriptions of the Skill Modules in the Middle School Version

Systems and Fundamentals: This module assesses tasks central to the understanding and use of computer systems. Some examples include:

- Selecting a data format or technology tool appropriate to the task or audience
- Creating, storing and retrieving data on local area networks and peripheral devices
- Knowledge of the basic parts of the computer, vocabulary and symbols of technology
- Basic troubleshooting for computer problems
- Recognizing and distinguishing among file types

Social and Ethical: This module assesses knowledge about accepted ethical norms as they relate to technology, as well as the impact of technology, past and present, on society. Some examples include:

- Identifying ethical and unethical behaviors with respect to the use and transmission of electronic files, software and other online data
- Awareness of major social issues and ongoing effects and controversies regarding prominent technology advances

Word Processing: This module assesses tasks central to formatting text and text/page layout. Some examples include:

- Publishing, printing and saving documents in a variety of locations
- Applying standard text formatting and layout options
- Applying layout options at the paragraph, page and document level

Spreadsheets: This module assesses tasks unique and central to creating, editing, manipulating, and interpreting data in spreadsheet tables, charts, and graphs. Some examples include:

- Creating, entering, sorting, filtering and saving information
- Using common functions in spreadsheets (merging cells, find/replace)
- Writing simple formulas
- Creating, labeling and interpreting more complex graphs

Multimedia/Presentations: This module assesses tasks unique and central to the creation and manipulation of graphic, audio, video, and other non-textual products by electronic means. Some examples include:

- Inserting graphics and other multimedia into documents
- Creating, formatting and saving presentations
- Capturing and composing audio-visual presentations

Telecommunications/Internet: This module assesses tasks central to telecommunications, including intra- and inter-office Networks, as well as Internet software such as browsers and email. Some examples include:

- Locating and launching a web browser on a computer
- Navigating from one web site to another
- Accessing and sending email, including composing email distribution lists
- Assessing content purpose and credibility as grade appropriate

Database: This module assesses tasks central to the use of common database interfaces, such as Web search engines, school library records, and as appropriate, specialized database design software. Some examples include:

- Searching the web or other databases using both single and multiple keyword searches
- Searching the web or other databases using multivariate category searches
- Applying Boolean operators to narrow searches
- Sort, filter and search simple databases