



## Basic Student Information Technology Skills

*Note: The Undergraduate Education Initiative used a different label—Technology Literacy—to differentiate this set of basic skills from those required for information literacy. Both names apply to the same set of skills and requirements.*

### **Definition of Skills**

The ten basic information technology skills listed below are based on recommendations of the National Research Council and have been endorsed by the University System of Maryland Board of Regents. It is the established policy of Frostburg State University (FSU) that all FSU students acquire and/or demonstrate proficiency in these skills.

1. Setting up a personal computer: The student can connect the parts of a personal computer and its major peripherals (e.g. a printer) and is able to configure the computer and set preferences.
2. Using basic operating system features: The student can use operating systems and Internet browsers, and can install new software, delete unwanted software, and invoke applications. Understand the differences between file formats and is able to convert file formats for use with other software. Demonstrates the ability to save files to a personal folder or disk, copy files from one location to another, and compress files.
3. Using e-mail: Can use email effectively to receive and send messages and documents.
4. Using the Internet to find information and resources: Is able to efficiently use search engines to locate information from a variety of Internet sources. Understands how to evaluate the information and document its source. Can participate in “chat rooms” and engage in other “real-time” electronic communication.
5. Using word processing to create a text document: Is able to manipulate text to create a variety of document formats. Can create tables and charts to show a comparison of data and can insert images and other items into a text document.
6. Using a spreadsheet to model simple processes or financial tables: Understands how to create a spreadsheet to record basic information. Necessary skills include modifying cells in a spreadsheet files, using

formulas appropriately, creating various graphs from a spreadsheet program to represent data, and designing appropriate print formats for a spreadsheet.

7. Using a database system to set up and access useful information: Can create a database to record basic information. Necessary skills include setting up records, defining fields, adding and deleting records, searching a database for specific information using keywords search patterns, accessing an external database, uploading and downloading files from a database, designing graphs to visually represent data, and designing appropriate print formats for reporting data.
8. Using presentation software: Can use general-purpose presentation software and can incorporate multimedia in presentations (e.g. audio and video clips). Can design and construct basic Web pages.
9. Using instructional materials: Demonstrates the ability to use online help files and read and understand printed instructional materials. Can use a tutorial to understand essential models and ideas underlying new hardware and software.
10. Using information appropriately: Understands and can discuss the social, ethical, legal, and political consequences of information technology.

### **Demonstration/Assessment of Basic Skills in Technology Literacy**

Students will demonstrate mastery of the ten basic skills by completing one of the following:

1. Pass the University's on-line Test of Basic Information Technology skills.
2. Successfully complete COSC 100/110 (Introduction to Computer Science [100] or its honors variant [110]) with a grade of C or better.
3. Successfully complete other Frostburg State University courses that provide instruction in the basic technology skills with a grade of C or better. Courses currently approved include
  - a. ART 207 (Graphic Design)
  - b. EDUC 346, 447, and 448 (Educational Technology Labs I, II, and III—of which must be completed, each with a grade of C or better)
  - c. GEOG 275 (Fundamentals of Geographic Data Handling)

1/7/03; updated 10/6/06