



PREREQUISITE TECHNOLOGY COMPETENCIES

Name _____ Program: ECE ELEM SEC K-12 MAT

Directions: These competencies are to be completed in front of and signed off by a microcomputer lab graduate assistant or a technology instructor in the Educational Professions Department.

COMPUTER OPERATIONS

COMPETENCY	Y	N	√	DATE	COMMENTS
1. Use correct start up procedures for the computer and the printer					
2. Insert and eject floppy/zip disks					
3. Point, click, double-click, and drag with mouse					
4. Retrieve a document from a floppy/zip disk and from a hard drive					
5. Save, open, and place documents inside folders					
6. Create and name a folder; rename a folder					
7. Name and rename a floppy/zip disk					
8. Change window size (maximize, minimize, resize)					
9. Scroll within a window					
10. Select, open, move, and close a window					
11. Use pull-down menus					
12. Select, open, and move an icon					
13. Open the hard drive, start an application, and create a document					
14. Name a document; rename a document					
15. Save a document to a disk and a public folder					
16. Copy a document from hard disk to floppy disk and vice versa					
17. Trash a document and empty the trash					
18. Use computer/printing options to select a designated printer, paper size, and orientation					
19. Use correct shut down procedure for the computer					

WORD PROCESSING

COMPETENCY	Y	N	√	DATE	COMMENTS
1. Enter text in a word processing document					
2. Edit and insert text in a document and resave the document					
3. Select and cut text					
4. Select, copy, and paste text					
5. Change font, font size, and style of type					
6. Set margins					
7. Set line spacing and tabs					
8. Use a spell check utility					
9. Use a thesaurus					
10. Create a header and footer					
11. Insert date and page number in a document					

TELECOMMUNICATIONS

COMPETENCY	Y	N	√	DATE	COMMENTS
1. Compose and send email					
2. Retrieve and read email					
3. Reply to sender					
4. Forward email					
5. Print and delete email					
6. Use browser software					
7. Access a specific web site by entering the appropriate URL					
8. Using a search engine, perform a specific web search					
9. Connect to the university library					