

1. Basic Computer and Mobile

Operates and performs fundamental tasks on devices to support learning at home, school, and in the workplace. Optimizes operating system functionality and effectively uses and troubleshoots the hardware and software of computers and mobile devices. Possesses the digital resilience necessary to learn and utilize emerging technologies, and has effective strategies for transferring skills and knowledge among various devices and applications.

#	Competency	Tasks
1.1	<p>Optimizes Operating System Functionality Identifies an operating system and optimizes its functionality for life, work, and education purposes. Pursues effective strategies for transferring skills and knowledge to new devices and for troubleshooting problems.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Level 1: Identifies an operating system and its parts. Additionally, recognizes common security threats and privacy settings. (BCM 1.1.1) <input type="checkbox"/> Level 2: Uses and manages an operating system and troubleshoots basic issues, seeking assistance as needed. (BCM 1.1.2) <input type="checkbox"/> Level 3: Optimizes OS functionality and has effective strategies for transferring skills and knowledge to new devices. Troubleshoots OS problems with little to no assistance. (BCM 1.1.3)
1.2	<p>Manages Hardware Locates and distinguishes the physical components of various devices, and optimizes their functionality for life, work, and education purposes. Troubleshoots problems and adapts when new technology is available.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Level 1: Distinguishes different types of devices and utilizes common controls with detailed instructions. (BCM 1.2.1) <input type="checkbox"/> Level 2: Navigates and manages known device hardware (e.g., monitor, printer, keyboard, mouse, ports, touchscreen, etc.), seeking assistance as needed. (BCM 1.2.2) <input type="checkbox"/> Level 3: Develops strategies for optimizing hardware functionality, troubleshoots problems with little to no assistance, and adapts to rapidly changing technology. (BCM 1.2.3)
1.3	<p>Adapts to New Software Navigates and utilizes common functions of unknown software for life, work, and education purposes, troubleshoots problems, and adapts when new technology is available.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Level 1: Understand the purpose of software, defines terms common to applications, and utilizes common controls with step-by-step instructions. (BCM 1.3.1) <input type="checkbox"/> Level 2: Navigates and utilizes common functions of known software. Applies these skills to similar applications, seeking assistance as needed. (BCM 1.3.2) <input type="checkbox"/> Level 3: Utilizes new software, troubleshoots problems, and adapts to rapidly changing technology. (BCM 1.3.3)

Digital Literacy Skills

#	Competency	Tasks
1.4	Uses Mobile Devices for Learning - Navigates, utilizes, and optimizes the functionality of mobile devices for life, work, and education. Demonstrates effective strategies for transferring skills and knowledge to new devices, troubleshoots problems, and adapts when new technology is available.	<ul style="list-style-type: none"><input type="checkbox"/> Level 1: Recognizes mobile devices and utilizes common controls with detailed instructions. (BCM 1.4.1)<input type="checkbox"/> Level 2: Navigates and utilizes common functions of known mobile devices. Applies these skills to other mobile devices, seeking assistance as needed. (BCM 1.4.2)<input type="checkbox"/> Level 3: Uses mobile devices, optimizes functionality, troubleshoots problems, and adapts to rapidly changing technology. (BCM 1.4.3)

References

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