

Cooloongup Primary School Information and Communication Technology Capability Learning Continuum Skills and Terminology

The purpose of this document is to create a guide to assist teachers with concrete skills and terminology which can be used to explicitly teach ICT to students from Pre-Primary to Year 6. As there are 4 levels in the continuum, this document is an attempt to map that to relevant years levels while recognising that there is some crossover in capability particularly in the older year groups.

The 5 areas addressed match the 5 elements from the WA curriculum documents.

- Applying social and ethical protocols and practices when using ICT
- Investigating with ICT
- Creating with ICT
- Communicating with ICT
- Managing and operating ICT

The emphasis in early years is on Managing and Operating ICT while other elements are brought in later.

There is some crossover to the Scope and Sequence for P-6 Digital Technology, particularly in regard to the Digital Systems element. Also I am going bring in the Technology in Society strand from Design and Technology.

Please be aware this is a “living” document which is changing as my classroom experiences dictate.

Australian Curriculum: <http://www.australiancurriculum.edu.au/generalcapabilities/information-and-communication-technology-capability/continuum#layout=columns>

Western Australian Curriculum (PDF Document) http://k10outline.scsa.wa.edu.au/_data/assets/pdf_file/0018/5157/ICT.pdf

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : K – PP (Foundation) Level 1 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Basic skills	Keyboard skills Letter and number keys Arrow keys to move around Backspace to delete	Mouse – left mouse button click and double click Right Mouse button for menus Each button is different	Use Shift to make a capital letter	Type in own name. Logon to Computer. Username Password Logoff	Open a program Close a program
Computer components and terms.	Hardware Keyboard and Mouse Monitor, Speakers, IWB, On/Off button, USB Sticks Software, Tablet, Smart Phone	Difference between a computer desktop or tower and a monitor, keyboard and mouse. Turn on a computer, power button.	CD, CDROM, DVD CD or DVD Drive USB Sticks can be used for personal storage	Printer how to collect work	Desktop Icons Start Button
Internet	Open web browser	Click on link to go to a website.	Safe use of internet		
Software	Paint – drawing using mouse, use shapes, brushes, changing colours.	Word – Write letters and numbers using keyboard			

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : Year 1 – Level 2 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer skills	Keyboard skills Delete key Enter Key Use Caps Lock to make a series of Capital letters	Mouse right mouse button – context menus	Name a document Open folder Open document	Login using name.surname and password Log off or shutdown computer	Save and reopen work to/from own H: drive or My Documents folder
Computer components and terms.	Internet Explorer CONNECT	Programs Menus	Scroll Bar Scroll up and down Page up and down Home and end keys	Login vs. real name	Desktop Icons Start Button
Using Word Processor	Recognise Word icon Open blank document	Enter own name Type in Alphabet and numbers	Using the full stop (.)	Save / Save as own work. Open saved work from network	Print work (teacher assist)
Using Paint program	Using paintbrush/pencil to draw. Use eraser	Select a colour from box	Use line and shape tools. Filled and unfilled shapes.	Use Undo (Ctrl Z) to go back one step.	Using spray can tool
Internet / Connect	Open web browser	Use Connect to get to websites	Login to portal / Connect	Start and use Connect for basic tasks	Read or listen to instructions in Connect. Submit work

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : Year 2 - Level 2 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer skills	Keyboard and mouse skills. Define different parts of the keyboard	Use of Bold, Italic and Underlined type.	Starting and shutting down the computer	Toolbars Menus	Use print preview to check work
Computer components and terms.	Portrait and Landscape for page orientation Page setup, margins, headers, footers	Documents Open Save Print	Use shift key for punctuation like ?,!	Minimise a program Maximise a program	Run a program
Word Processor	Use Clipart and Autoshapes to create artwork. Use borders.	Change font and font size Headings	Open work to network Save work to network	When and how to print	
Connect / Internet	Using Connect independently	Using a discussion to work with others	Following instructions and submitting completed work.		
Photo Slideshow	Add pictures from a given set of 4 items.	Add an appropriate title Consider Left, Centre Right alignment and font	Save and reopen work	Add narration or music from a given set.	Preview, complete and view story.

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : 3 / 4 – Level 3 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer skills	Create a new folder.	Rename files in a folder	Insert own files into a document.		
Computer components and terms.	Slides, transitions, Animation.	Insert and reorder slides	PDF document		
Power point (Informational slide show)	Create blank document and insert new slides. Alter order of slides.	Add and move text in a slide.	Add and manipulate pictures to slides. Edit pictures if needed.	Purpose of a title slide	Create transitions between slides. Animate objects on slides.
Open and use PDF documents for information	Open a PDF document	Scroll up and down	Zoom in and out	Copy and paste information into a document from the PDF.	Create a PDF (export from another document)

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : 3 / 4 - Level 3 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer skills	Cut, copy and paste using mouse and keyboard	Using cut, copy and paste to move files into a folder.	Combining tools to solve problems.	Confidently using font adjustments to typeface, size, colour, backgrounds and borders.	
Computer components and terms.	Different browsers Firefox, Internet Explorer, Google Chrome.	When to use Word or Powerpoint or other tools to complete a task.	Using built in help.	Checking printer properties before printing.	Spell checker
Digital camera / iPad recording and editing	Take photos using a digital camera or iPad	Consider lighting, distance, type of shot and orientation (portrait / landscape)	Connect camera and download photos to computer. Email photos for iPad to self.	Creating a slideshow or presentation from photos to tell a story.	Add music to add atmosphere.
Using internet sources for research	Using Google from the Intranet	Considering being safe when searching.	Finding relevant information from reputable sources	Using OneNote to record research / notes	

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : 5/6 – Level 4 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer skills	Burn a CD, DVD Backup methods – USB, cloud, disc	Use a USB Key (store or as backup of work) External HDD as a form of backup	Sound file type and formats	Video types and formats	
Computer components and terms.	2D vs 3D Graphics	AVI, MPEG, mp3, wav file formats	Image formats jpeg, PNG colour brightness adjustments	Resolution and picture size 640x480 pixels v.s 1280x1024	Aligning, formatting and moving pictures and artwork
Digital video recording and editing	Operate a video camera or iPad to film a short movie	Use Windows movie or iMovie to split movie into scenes	Add titles, effects and credits	Add and edit sound and music to a movie.	Publish or export an edited movie in a standard format.
3D environments	Opening Google Sketchup Make	Creating a basic building (walls, roof and windows)	Adding materials and textures to improve look of building.	Google Earth looking at buildings in cities top down and in 3D mode.	

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : 5/6 – Level 4 ICT					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer skills	Creating A4 posters Publisher	Creating a banner Word, Publisher	Text Alignment Left, centre and right	Margins and page layout guides	Using OneNote to record research / notes
Computer components and terms.	Recycling old computers – issues	Header Footer Page breaks Columns (page and table) Rows (tables)	Drag and drop	Using a table, Design, Layout Insert	
Publisher	New documents Using templates	Using boxes Text Pictures Indenting (bullets etc.) Line spacing	Inserting tables and manipulate the row and columns to suit the task	Find and Replace function	Headers, Footers, Inserting Clip Art, Shapes, pictures and borders
Accessing Email via the Portal, Connect	Sending an email – Appropriate language and format	Adding an attachment	Opening an email and its attached files	Compressing a file and opening a compressed file	

ICT Capabilities - Skills based on Managing and using ICT in Western Australian Curriculum.					
Year level : 5/6					
Base Skill	Skill Component	Skill Component	Skill Component	Skill Component	Skill Component
Description	1	2	3	4	5
Computer Skills	Drag and Drop files Delete files and folders Backup work to USB thumb drive	WORD: page numbers	Publisher: Demonstrate ability to combine skills to produce a required piece of advertising or other work.	Awareness of copyright Bibliography	URL to locate website.
Computer terms	Spreadsheet	Graphs – Pie, bar, column, line	URL	CPU, RAM, ROM, Video card, etc.	
Cyber Bullying / Internet Safety	Use of Email and Connect messaging appropriately	Social Media Networking Facebook, Twitter etc. Safety implications.	Privacy of oneself and others. Phone numbers, addresses etc.	What is cyber-bullying? How do I know it is happening to me?	What to do about cyber-bullying.
Spreadsheets	Collect and record data on a spreadsheet. Edit cells Columns and rows	Create an appropriate graph.	Graph Labels X & Y axes, titles, colour use	Use simple functions (Sum and Average)	Save and Print- sheets and charts separately.