**Dr. James E. Osler's**

**Technology Competency and Skills Assessment©: An inventory and current assessment of computer-related skills.**

**Please complete each question to the best of your knowledge and with as much accuracy as possible. Do not print out this document. Save it instead in digital format with your initial responses for your Electronic Portfolio (in your Word File Folder). Next, complete the required Discussion Board Forum on the Technology Competency and Skills Assessment. You will complete this same assessment at the end of the semester to determine all of the knowledge regarding technology that you have learned in this course during this academic semester.**

**Question 1**

**Accessibility to Technology, Digital Literacy, and General Computer Usage**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not use a computer.**

 **2. I use a computer rarely. I only use a computer to run a few**

**specific programs.**

 **3. I can actively multitask on a computer meaning: I can run two**

**programs simultaneously, and have several windows open that are actively doing many different things.**

 **4. I trouble-shoot successfully when basic problems occur with**

**my computer or printer. I can teach basic computer operations including the effective use of an operating system.**

**Question 2**

**Technology Integration, Professional Development, and Infusion into Curriculum**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not see the relevance for the use of computers in the**

**classroom.**

 **2. I understand the methods of integrating the computer into the**

**classroom. I am learning new implementation strategies to effectively use the computer in the classroom setting.**

 **3. I actively promote and use the computer as a problem-solving**

**tool in the classroom. I use technology to support teaching and the delivery of information.**

 **4. I model and frequently use computer-based strategies to**

**support learning, curriculum development, and increase communication in the classroom. I recognize that society is becoming more technologically fluent and regularly update and increase my technology skills.**

**Question 3**

**Text Encoding, Authoring, and Word Processing**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not use any type of Word Processing program to create or**

**product documents.**

 **2. I use a word processing program for nearly all of my written**

**professional work: memorandums, letters, tests, worksheets, and home communication. I edit, spell check, and change the format of my documents through the use of a word processor.**

 **3. I can use more than a single type of word processing program**

**on multiple platforms.**

 **4. I use word processors beyond traditional document editing. I**

**use special features in the word processor to create special professional documents such as stylistic templates, signs, posters, data management files (simple databases), CSS (Cascading Style Sheets) for WebPages, Digital Forms for inventory and testing, and can use the word processors to create WebPages. I can easily access and use the information that I have placed in a word processor and electronically transfer that data into other programs.**

**Question 4**

**Visual Literacy, Information Authoring, and Desktop Publishing**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not own or use a desktop publishing program.**

 **2. I use desktop Publishing software that has stylistic templates**

**or wizards to help me create documents.**

 **3. I create original publications using Desktop Publishing**

**software starting with a blank page. To create documents I can use: clipart, pictures, tables, charts, models, captions, word art, and columns.**

 **4. I can design original publications for communicating**

**information in a variety of formats such as: Business Cards, Programs, Signs, Brochures, Banners, and Flyers.**

**Question 5**

**Data: Analysis, Design, Management, and Visualization**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not use Databases or use them to create Spreadsheets.**

 **2. I understand and can use noted databases such as: ERIC, NC**

**Live, and Library Search. I can use databases to create spreadsheets and charts.**

 **3. I can create my own databases and spreadsheets for**

**recordkeeping in a variety of programs (word processing and presentation software). I can create, organize, modify, and define - layouts, tables, graphs, charts, fields, cells, and formatting tools to best represent my data.**

 **4. I can teach database and spreadsheet skills to others.**

**Question 6**

**Graphic Design, Visual Literacy, and Internet Authoring**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not use clipart, pictures, models or illustrations in my**

**word processing or presentations. I cannot create or author a webpage.**

 **2. I can open and place simple pictures into my documents using**

**clipart or drawing programs. I am familiar with different types or styles of WebPages and how they are constructed.**

 **3. I can create and edit my own pictures into my documents**

**using clipart or drawing programs. I can access digital pictures and am aware and respect copyright issues. I am familiar with different types or styles of WebPages and how they are constructed such as cascading style sheets. I can use word processing programs to create, author, and publish my own WebPages. I am well versed in the basic graphic design principles as well as graphic design elements and can use them when authoring documents.**

 **4. I can effectively promote and demonstrate the interpretation**

**and display of visual data using a variety of both computer-based and internet-based tools and programs.**

**Question 7**

**Research, Information Searching, Internet Usage, Social Media, and Electronic Commerce**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not regularly seek information in electronic formats.**

 **2. I conduct searches for information using electronic**

**encyclopedias, library software and databases, and publicly provided internet resources.**

 **3. I utilize a variety of search strategies for data and information.**

**I regularly surf the internet and use library resources with Boolean (and, or, not) searches to help target the information that I am seeking. I am versatile with a variety of internet search engines.**

 **4. I use the internet for information surfing and also to conduct**

**commercial business on the net. I use internet resources to create curriculum-based tools such as “Webquests” and communicate with peers regarding research topics. I am a Webmaster: I created and maintain my own Webpage and Website.**

**Question 8**

**Graphic User Interface Design, Multimedia Creation, and Presentation Authoring**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not use computer-based presentation software or**

**presentation authoring programs.**

 **2. I can present information using a single application or multiple**

**applications such as: word processors, databases or a desktop publishing program.**

 **3. I can use multimedia authoring programs that incorporate text,**

**clip art, pictures, sound, animation, video clips, objects, graphics, and Hyperlinking (to the internet or other documents). I am familiar with multimedia and presentation programs such as PowerPoint, Hyperstudio, and Corel Presentations.**

 **4. I can author multimedia with a presentation program, create,**

**and edit my own digital pictures. I am familiar with HCI (Human Computer Interface) concepts, and Ergonomics (usability) of CAI/CBI (Computer Assisted and Based Instruction). I can create/edit/and integrate my own video clips into multimedia, create my own GUI (Graphic User Interface), and utilize a recurring metaphor to develop my own: Drill and Practice Program, Simulation, Tutorial, Information Guide, or Curriculum-Based Learning Tool.**

**Question 9**

**Electronic Mail, File Sharing, Networking, and Data Transfer**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I have an e-mail account but rarely use it.**

 **2. I can send message via e-mail and check my e-mail regularly. I**

**am familiar with chat rooms and can use message boards, forums, and message services.**

 **3. I use and have more than one e-mail account. I use e-mail to**

**conduct business, conduct research, and I can attach information and data my e-mail for transfer of data. I have multiple e-mail folders and maintain them in an organized manner. I can use message boards, forums, and virtual chatting to conduct research and in partnership with my e-mail.**

 **4. I can teach others to use e-mail, discussion forums, and virtual**

**messaging services with commercial tools as well as with Asynchronous Learning Networks and Course Management Systems.**

**Question 10**

**Data Archival, Data Recovery, and File Management**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I do not save any documents I create using a computer.**

 **2. I select open and save documents on the computer hard drive**

**in folders as given by the computer.**

 **3. I create my own folders to keep my saved documents**

**organized and know that constant back up is crucial to saving information.**

 **4. I move easily between files, folders, and drives. I organized my**

**data in file folders organized in a hierarchal system. I main my own network storage with my own external drives as a back up system to the computer or workstation that I am operating on.**

**Question 11**

**Ethics, Asset Security/Intellectual Property, and Responsible Use of Technology**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **1. I am unaware of the critical issues that coincide with computer**

**use.**

 **2. I am aware of the rules and regulations that govern intellectual**

**property (copyright and trademark) usage in regards to software and information on the internet.**

 **3. I understand and abide by the University and/or organizational**

**policies and rules regarding copyright, internet, and e-mail usage.**

 **4. I model ethical use of all hardware and software and abide by**

**University and/or organizational rules and policies on ethical computer use issues.**

**Scoring the Osler Technology**

**Competency and Skills Assessment ©:**

***Level of Technology Skill determined by the Osler Technology and Skills Assessment* ©**

**After completing the assessment you can now evaluate your level of technological skill by doing the following: First, add up scores for each item (1 – 11) on the questionnaire (you scored a 1, 2, 3 or 4 respectively for each question); Next, multiply your total by 11; Lastly, indicate your level of skill by checking the appropriate box below. Once again I emphasize the following: Do not print out this document.**

Select one answer by clicking on the appropriate Check Box:<Left Click> □ ⇨ ☑.

 **My score was within the 0 – 121 range. Thus, I am a Level 1 in**

**Technology Competency and Skill. I Need Skills.**

 **My score was within the 122 – 242 range. Thus, I am a Level 2 in**

**Technology Competency and Skill. I have Basic Skills.**

 **My score was within the 243 – 363 range. Thus, I am a Level 3 in**

**Technology Competency and Skill. I have Intermediate Skills.**

 **My score was within the 364 – 484 range. Thus, I am a Level 4 in**

**Technology Competency and Skill. I have Advanced Skills.**