

**Performance Tasks for 2008-2009 Challenge Process**  
**Technology Connections: Required 9<sup>th</sup> Grade Class**  
**Bellingham School District**

High school students who wish to challenge Technology Connections will complete a 5-step process to demonstrate competency in required skills and activities. (Sehome students will meet these requirements through the **World Connections** class.)

1. Attend information session. By Friday, **Oct. 31**, meet with librarian to return signed Student Interest/Parent Permission Form **and** schedule sessions with librarian.
2. Complete demonstration of skills to librarian—network navigation, email, basic computer, Internet search, and database use skills—by Friday, **Nov. 7**.
3. Complete specified activities to an acceptable standard. Testing session: **Saturday, Nov. 15, at Bellingham High School's Technology Lab (Room 152), 9:00-3:00.**
4. Turn in other projects to Tech Connections teacher by Friday, **Dec. 17**.
5. Meet with your career specialist to complete activities in the Career & Educational Planning Module by Tuesday, **Feb. 27**.

<i>Module Title</i>	<i>Performance Tasks</i>	<i>Important Dates</i>
<b>Complete Tasks with Librarian:</b>		
<b>Ethics, Email, BSD Network</b>	Network Navigation (access multiple drives, create and save folders/files) Email Skills (send in-district, out-of district; file messages, send attachment) Network Ethics Activity	<i>Initial meeting with librarian by October 31</i>
<b>Computer Basics and Vocabulary</b>	Demonstrate understanding about basic computer operations.	
<b>Search Skills and Using Databases</b>	Locate relevant information sources from school catalog and subscription databases, and locate and evaluate information from two Internet sites. Provide documentation using the MLA format.	<i>All tasks completed by November 7</i>
<b>Complete Tasks during Testing Session—ALL DAY, Saturday, Nov. 15</b>		
<b>Keyboarding</b>	Keyboarding Test. 30 wpm. 95% accuracy (2-minute timed writing) Demonstrate appropriate keyboarding technique.	<b>Challengers must complete Suncoast Introduction assignment (Spreadsheet Module) independently before Nov. 15.</b>  <i>Tech Connections Team will notify challengers of their status by email on or before November 19</i>
<b>Word Processing</b>	Word processing products to include a personal business letter and a multi-page report with inserted table, in-text citations, and Works Cited page.	
<b>Spreadsheet</b>	Complete Suncoast spreadsheet activity, including spreadsheet with formulas and calculations, and creation of bar graph and pie chart with explanations.	
<b>Presentation</b>	Given a topic and guidelines, complete research, create slides, and give in-class presentation.	
<b>Complete Tasks Independently:</b>		
<b>Publishing</b>	Given a topic and guidelines, use <i>Publisher</i> to create a brochure.	<i>Brochure and Web Page completed by December 17</i>  <i>Challengers receive status notification by January 16</i>
<b>Web Design</b>	Given a topic and guidelines, create a web page using <b>basic html</b> and graphics.	
<b>Complete Tasks with Career Center Coordinator:</b>		
<b>Career and Educational Planning</b>	Planning Checklist; an online career interest survey; Personal Education Plan; Job Search Activities (Resume, Cover Letter, Application).	<i>All tasks completed by February 27</i>

Tech Connections Web-based Modules:

<http://www.bham.wednet.edu/technology/TechWeb/default.htm>