

**Ohio ABLE  
Technology Standards – Level 1 (Beginner)**

Area of Competency	Indicators		Benchmarks	
<b>1. Basic Concepts of IT</b>	1.1.1	ABLE staff are knowledgeable of basic computer components and their functions.	1.1.1.1	Can identify hardware components and explain their function.
			1.1.1.2	Can identify peripherals (e.g., printer, speaker, scanner) and explain their function.
			1.1.1.3	Can identify storage components (e.g., hard drives, flash drives, clouding computing).
			1.1.1.4	Can understand basic computer terminology (e.g., text, graphics, program, document, commands).
	1.1.2	ABLE staff can perform basic computer operations.	1.1.2.1	Can open and close programs.
			1.1.2.2	Can save and manage files.
			1.1.2.3	Can navigate between programs.
	1.1.3	ABLE staff can troubleshoot common problems.	1.1.3.1	Can reboot system.
			1.1.3.2	Can search for files (e.g. search, recycle bin).
			1.1.3.3	Can find and utilize help menus.
1.1.3.4			Can utilize task manager to end an application.	
<b>2. Productivity Software</b>	1.2.1	ABLE staff use the functions of a word processing program to create a variety of documents.	1.2.1.1	Can create a document.
			1.2.1.2	Can change the format of a document (e.g. font, spacing, page layout).
			1.2.1.3	Can open an existing document.
			1.2.1.4	Can close a document.
			1.2.1.5	Can save a document to different locations (e.g., folders, network, flash drive).
			1.2.1.6	Can use spell check.
			1.2.1.7	Can print a document.
	1.2.2	ABLE staff have basic knowledge of spreadsheets.	1.2.2.1	Can identify components of a spreadsheet.
			1.2.2.2	Can identify potential uses for a spreadsheet.
			1.2.2.3	Can enter data into cells of forms and spreadsheets.
			1.2.2.4	Can create a spreadsheet.
			1.2.2.5	Can sum rows and columns in a spreadsheet.
			1.2.2.6	Can print a spreadsheet.

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<b>3. Information and Communication</b>	1.3.1	ABLE staff can connect to the Internet.	1.3.1.1	Can identify Internet connection options at various locations.
			1.3.1.2	Can execute steps to connect to the Internet.
	1.3.2	ABLE staff use a Web browser application and search engine tools to access information	1.3.2.1	Understands the basic features and layout of a web browser (e.g., select home page, bookmark sites)
			1.3.2.2	Can utilize a search engine to locate information.
			1.3.2.3	Can access a specific web site by entering a URL.
			1.3.2.4	Can download and save a file from the Internet.
			1.3.2.5	Can complete and submit an online form.
	1.3.3	ABLE staff use email software to receive, send and organize messages.	1.3.3.1	Can compose email to individual or groups.
			1.3.3.2	Can access and reply to received email.
			1.3.3.3	Can save and delete email.
1.3.3.4			Can send and receive file attachments.	
<b>4. Technology-Enhanced Programs and Classrooms</b>	1.4.1	ABLE staff have general knowledge of how technology can enhance instruction in the ABLE classroom.	1.4.1.1	Can select the appropriate technology to support the program and classroom.
			1.4.1.2	Can integrate the appropriate technology to support the program and classroom.
			1.4.1.3	Can evaluate the appropriate technology to support the program and classroom.
			1.4.1.4	Is familiar with targeted independent learning resources available to Ohio ABLE programs (e.g., distance learning, online courses).
	1.4.2	ABLE staff use computer-based software with students.	1.4.2.1	Can open and run program.
			1.4.2.2	Can assist students and troubleshoot problems within the program.
	1.4.3	ABLE staff are knowledgeable of means to make technology accessible for adults with special needs.	1.4.3.1	Can adjust display (e.g. color, font size).
			1.4.3.2	Can adjust sounds.
			1.4.3.3	Can adjust keyboard or mouse functions.
	<b>5. Professional Development</b>	1.5.1	ABLE staff model lifelong learning in technology.	1.5.1.1
1.5.2.1				Utilize technology for obtaining PD.