

[K-12 NEWS](#)[FEATURES](#)[OPINION](#)[RESOURCES](#)[RESEARCH](#)[TUTORIALS](#)[REVIEWS](#)[NEWSLETTERS](#)[MENU](#)[PRINTABLE FORM](#)[E-Mail this page](#)[f](#) [in](#) [t](#)

20 Technology Skills Every Educator Should Have

By Laura Turner | 06/01/05

During the last 15 years, we in education have moved at light speed in the area of educational technology. Whether you are involved in higher ed, secondary ed, elementary ed, or special ed, all of us find it difficult to catch up, keep up, and put up with fast-moving computer-based technology. Not since the introduction of the blackboard have we seen a piece of equipment make such a difference in how we teach. Today, not only do we use computers, but we also have laptops, wireless laptops, and tablet PCs. In addition, we have the World Wide Web, scanners, CD burners, USB drives, digital cameras and digital video cameras, PDAs, as well as video and DVD players. And most educators use a variety of tools-including video, e-mail, desktop conferencing, online programs such as WebCT and Blackboard, as well as video conferencing-to teach. Thus, it is no longer acceptable for educators to be technology illiterate.

With that in mind, here is a comprehensive listing of the technology skills that every educator should have. Because as computer and associated technologies continue to change and evolve, educators must continue to strive for excellence in their work. Today that

includes continued time and effort to maintain and improve their technology skills (as much as some educators do not want to admit).

Here are 20 basic technology skills that all educators should now have:

1. Word Processing Skills
2. Spreadsheets Skills
3. Database Skills
4. Electronic Presentation Skills
5. Web Navigation Skills
6. Web Site Design Skills
7. E-Mail Management Skills
8. Digital Cameras
9. Computer Network Knowledge Applicable to your School System
10. File Management & Windows Explorer Skills
11. Downloading Software From the Web (Knowledge including eBooks)
12. Installing Computer Software onto a Computer System
13. WebCT or Blackboard Teaching Skills
14. Videoconferencing skills
15. Computer-Related Storage Devices (Knowledge: disks, CDs, USB drives, zip disks, DVDs, etc.)
16. Scanner Knowledge
17. Knowledge of PDAs
18. Deep Web Knowledge
19. Educational Copyright Knowledge
20. Computer Security Knowledge

1. Word Processing Skills

Educators should be able to use some type of word processing program to complete written tasks in a timely manner. See the following Web sites for helpful information and tutorials.

[1](#)[2](#)[3](#)[4](#)[5](#)[6](#)[7](#)[8](#)[9](#)[10](#)[next »](#)

This article originally appeared in the 06/01/2005 issue of THE Journal.

11 Comments THE Journal

 Login ▾

 Recommend 15

 Tweet

 Share

Sort by Best ▾



Join the discussion...

LOG IN WITH

OR SIGN UP WITH DISQUS 

Name



Liam hennessey • a year ago

Hi there, Great skills were taught here,I appreciate.I has viewed some new points as well that i gonna follow.Keep posting same thanks <https://www.black-leatherja...>

^ | ▾ • Reply • Share ›



Diganto • a year ago

Good job on the well written article. The links were all very useful. Hoping to read more from you. cheers!!

^ | ▾ • Reply • Share ›



Robertmann@tuta.io • 3 years ago

Fantastic writing ! I was enlightened by the facts . Does someone know where my assistant would be able to get ahold of a sample CA SI-200 C document to use ?

^ | v • Reply • Share ›



ashanti • 5 years ago

i think that technology is to help people build interest in things and to help people learn more than what they already know

^ | v • Reply • Share ›



myyouthpro • 5 years ago

As a youth intervention worker, it is your responsibility to save the youth in drowning themselves into this habit every time problems would arise. Not only is drinking a trend to those who are at the right age, but most especially to those who are just learning to enjoy it. It is but a challenge for a youth worker as to what strategy and approach he will use in [preventing underage drinking](#) . If you are not equipped with the right tools, knowledge and skills as to how you will address this concern, My Youth Pro will be of great help to you. Preventing underage drinking is one of the areas that we integrate in our programs in order to produce competent workers for the job.

^ | v • Reply • Share ›



loki • 6 years ago

u have done a fantastic job dear.....

^ | v • Reply • Share ›



CrescentMoon123 • 6 years ago

Great Article and so very true. All the skills listed here are needed in today climate of the college administrators and educators. I would add Moodle to the Webct and Bb.

^ | v • Reply • Share ›



erche depe • 6 years ago

Dear Laura,

Could you also inform the book references for these skills (why they are required, etc)?

Thanks

^ | v • Reply • Share ›



David Nagel Mod → erche depe • 6 years ago

erche depe, unfortunately, this article is from 2005--before my time--and I don't have the references.

^ | v • Reply • Share ›



erche depe → David Nagel • 6 years ago

Hi David,

Thanks for the reply.

^ | v • Reply • Share ›



David Holloway • 5 years ago

David Holloway

I think that technology expands our ability to be more creative and effective at doing what we have always done. Yet, it opens a whole new world of opportunity. Personally, I think technology change so fast that it is not something you keep up with. It is something you discover to take a step up with.

^ | v • Reply • Share ›

ALSO ON THE JOURNAL

Report: States Face Continued Big Lift with Science Standards -- THE Journal

3 comments • 2 months ago



hujo tex — <https://uploads.disquscdn.c...>
Avatar

Teacher Qualifications the 'Most Significant Factor' in Improving ...

3 comments • 2 months ago



tone sik — <https://uploads.disquscdn.c...>
Avatar

LEGO Launches Customized Bricks to Help Students Learn Braille -- THE ...

4 comments • 3 months ago



zaf ano — "Hello, World"Spyware and Malware software are ...
Avatarthought that do come into my fantasy but never comes ...

Helping Parents Learn Tech Too -- THE Journal

3 comments • 3 months ago



keze kofo — <https://uploads.disquscdn.c...>
Avatar

✉ **Subscribe** **Add Disqus to your site**Add DisqusAdd **Disqus' Privacy Policy**Privacy PolicyPrivacy Policy

MOST POPULAR ARTICLES

- 1** [Google Launches Comprehensive CS Resources for Educators](#)
- 2** [Christa McAuliffe's 'Lost' STEM Lessons Updated, Made Available Free](#)
- 3** [FCC Approves Educational Broadband Service Order](#)
- 4** [Tips for 3D Printing in Schools](#)
- 5** [Pathway to a Successful K-12 Technology Implementation](#)

TRENDING

Flipped & Blended Learning

STEM+Arts

Grants & Funding

Augmented and Virtual Reality

THE MAGAZINE



Download the Mar/Apr 2019 digital edition of THE Journal

Subscribe Now

Issue Archive

THE NEWS UPDATE

Sign up for our newsletter.

Email Address

Country

Click to Select One

Select primary job function

Click to Select One

Select place of work

Click to Select One

I agree to this site's [Privacy Policy](#).

SUBMIT

WEBCASTS

Serve Students, Not Paper

[All Webcasts](#)

WHITEPAPERS

Staying Ahead of the Metagame: Esports Basic for K-20

Whether it's a high school, college or university, interest in esports is running high. One of the reasons: Many students are already gaming, so why not find ways to instill learning where they're already hanging out? Dell Technologies Education Strategists Jeanne Weber (higher education) and Snow White (K-12) work with schools in developing esports programs that tie to career pathways and help students gain valuable skills for continuing their education or moving into jobs. In this interview Jeanne and Snow share their observations on why esports is gaining speed, how teachers and faculty can participate and what's needed to launch an effective esports program.

[Read more...](#)

[All Whitepapers](#)

Site

[K12 News](#)

[Opinion](#)

[Magazine](#)

[Newsletters](#)

[Subscribe](#)

[Resources](#)

[RSS Feeds](#)

Events

Webinars

Help

About Us

Contact Us

Advertise

Press Releases

Press Release Guidelines

Media Kit

Editorial Board

Sitemap

Licensing/Reprints

List Rental



Content - editorial@thejournal.com | Website - dnagel@1105media.com

Subscriptions - THEjournal@1105service.com | Contact the webmaster: [\[+\]](#) Site Feedback [\[+\]](#)

© 1994-2019 1105 Media Inc, Ed-Tech Group. See our [Privacy Policy](#), [Cookie Policy](#) and [Terms of Use](#)



6300 Canoga Ave., Suite 1150, Woodland Hills, CA 91367 Phone: (818) 814-5277 Fax: (818) 734-1522