

DIMENSIONS	AREAS OF COMPETENCE	QUESTIONS
1. Communication	a) Collaboration with digital media	9. They know how to use collaborative work software using online Groupware tools (Google Apps, BSCW, OpenGroupWare,...).
		16. They synthesize the information selected for the construction and assimilation of the new content, by means of tables, graphs or diagrams.
		23. They share information of interest with my colleagues using a variety of environments and digital media.
		26. They know how to use computer programs (SlidShare, Google Docs,...) and technological tools to manage and communicate information with my colleagues and other users on the Internet.
		27. They are able to coordinate group activities using the tools and means of the Internet.
	b) Interaction through digital media	28. They interact with other colleagues and users using social networks (Facebook, Ning, Twiter,...) and communication channels (Blog, canal Youtube,...) based on ICT.
		37. They exhibit a positive attitude towards the use of ICT to support collaboration, learning and productivity.
		1. They are able to use different types of operating systems installed on a computer (Microsoft Windows, Linux, Mac,...) and mobile devices (iOS, Android, BlackBerry OS,...).
		2. They are able to use different mobile devices (Smartphone, Tablet, PDAs,...).
		7. They can communicate with other people using synchronous communication tools via Web (chat, instant messaging services, Skype,...).
2. Content creation	c) Content development	11. They effectively use the company intranet.
		12. They feel competent to use the virtual management (virtual secretariat, virtual claims service,...) of the company.
		24. They effectively communicate information and ideas to multiple audiences, using a variety of media and formats.
		4. They have mastered different office tools for the treatment of information, such as word processors, spreadsheets, databases,...
		5. They research and solve problems in the systems and applications (configure email, configure antivirus, defragment the hard drive,...).
		6. They are able to use different digital image, audio or video processing tools.
		8. They know how to design web pages using some computer program, including texts, images, audio, links,...
3. Access to information	d) Navigation, search and filtering	17. They use graphic organizers and software for the realization of conceptual and mental maps (CmapTool, Mindomo,...), diagrams or schemes, to present the relations between ideas and concepts.
		30. They are able to design, create or modify a Wiki (Wikispaces, Nirewiki,...).
		38. They have the ability to conceive original, novel and useful ideas using ICT.
		42. They develop materials where they use ICT in a creative way, supporting the construction of my knowledge.
		3. They browse the Internet with different browsers (Internet Explorer, Mozilla Firefox, Safari, Opera,...).
		10. They have mastered the Web 2.0 tools to share and publish resources online (Blog, Slideshare, Youtube, Podcast,...).
4. Problem resolution	e) Problem solving	13. They are able to locate information through different sources and databases available on the Internet.
		14. They can identify the relevant information by evaluating different sources and its origin.
		15. They are able to organize, analyze and ethically use information from a variety of sources and media.
		29. They are able to work in professional networks (Linkeding,...).
		40. They identify trends foreseeing the possibilities of using ICTs.
		18. They plan information searches to solve problems.
		19. They are able to identify and define problems and / or research questions using ICT.
		20. They use the resources and digital tools for the exploration of current world issues and the solution of real problems, attending personal, social and professional needs.