Workplace Technology Skills

Career Cluster	Foundational Course - All Clusters
Course Code	10004
Prerequisite(s)	None
Credit	.5 or 1.0
Program of Study and Sequence	Foundational Courses are introductory courses to all 16 Career Clusters
Student Organization	All
Coordinating Work-Based Learning	None
Industry Certifications	Cisco or MOUS certification
Dual Credit or Dual Enrollment	None
Teacher Certification	Certified CTE teachers
Resources	Free Technology Tutorials at GCFGlobal; Microsoft office tutorials; Google Applied Digital Skills

Course Description:

The student will learn to identify the general usage of technology, software, and applications. Utilizing that knowledge, this course will cover topics such as, but not be limited to, word processing, spreadsheets, presentations, operating systems, Internet browsers, search engines, databased, preventive maintenance and security, digital literacy, netiquette and citizenship. This course expands the student's skills, knowledge and confidence in various forms of software platforms and applications (e.g. PC, Mac, Google Apps, smart phone, apps, etc.).

Program of Study Application

Workplace Technology Skills is a foundation course that is intended to precede further studies at the career cluster and career pathway levels.

Course Standards

Indicator # FT 1   **Create and format word processing documents for a variety of personal and work applications**

Webb Level	Sub-indicator
Two Skill/Concept	FT 1.1 Modify, manipulate and format paragraphs Examples: • Apply paragraph and section shading • Use text flow options such as keeping lines together • Sort list, paragraphs, and tables • Change line spacing • Reveal the formatting
Two Skill/Concept	FT 1.2 Use tables to enhance documents Examples: • Create and modify spreadsheets in a table • Select and perform calculations in a table • Move a table
Two Skill/Concept	FT 1.3 Customize document formatting Examples: • Use the auto-text feature • Create a header or footer • Create or revise footnotes and endnotes • Create a watermark • Format the first page differently than the subsequent pages • Insert page numbers
Two Skill/Concept	FT 1.4 Create a mail merge document Examples: • Create a main document • Create a data source • Sort records to be merged • Merge main documents and data sources • Merge a document by using alternate data sources

Two Skill/Concept	FT 1.5 Create and use features of word processing software
	Examples: • Insert a field • Create, apply, and edit macros • Copy, rename, and delete macros • Create and modify a form control • Use text alignment features with graphics • Customize toolbars
Two Skill/Concept	FT 1.6 Format characters
	Examples: • Change the font, size, look of the text • Format with format painter • Insert symbols and special characters • Use AutoComplete • Highlight text • Insert the date and time
Two Skill/Concept	FT 1.7 Utilize Help features
	Examples: • Use the help feature to determine how to format text, format documents, and convert elements (e.g. table to text)

Indicator # FT 2   Create, manipulate and format data

Webb Level	*Sub-indicator*
Two Skill/Concept	FT 2.1 Format a spreadsheet to enhance its appearance
	Examples: • Preview a spreadsheet • Change cell dimensions • Insert and delete cells • Add borders and shading to cells • Customize print jobs

	• Use the spell check feature • Use the undo and redo feature • Sort data • Create a list • Find and replace data in a spreadsheet
Two Skill/Concept	FT 2.2 Insert formulas into a spreadsheet to enhance its functionality Examples: • Use the auto sum function • Write formulas with mathematical operators • Use absolute and mixed cell references in a formula no revision needed
Two Skill/Concept	FT 2.3 Manipulate data within and between multiple spreadsheets Examples: • Move, copy, and paste data into cells • Create a workbook with multiple spreadsheets • Work and print within a range • Change worksheet names
Two Skill/Concept	FT 2.4 Create charts and graphs to represent data Examples: • Create and format a chart or graph • Delete a chart or graph • Size and resize a chart or graph to move • Change data in the cells of a chart or graph
Two Skill/Concept	FT 2.5 – Create forms and reports Examples: • Create a form in design view • Create a form in report view

Indicator # FT 3   **Create and format professional presentations**

Webb Level	Sub-indicator
Two Skill/Concept	FT 3.1 Create a presentation using presentation tools Examples: • Plan a presentation • Create and save a presentation • View and print a presentation • Add transitions and sound effects • Prepare a presentation in the outline/slides panel • Capture video
Two Skill/Concept	FT 3.2 Modify a presentation Examples: • Edit slides • Edit video • Complete a spell check • Use the thesaurus • Organize slides
Two Skill/Concept	FT 3.3 Add visual elements to a presentation Examples: • Use the format buttons on the drawing toolbar • Display the ruler, guidelines, and grid lines • Insert images in a presentation • Add animation effects to a presentation • Embed video • Create organizational charts and diagrams • Create a table • Add sound and video
Two Skill/Concept	FT 3.4 Share and present professional presentations Examples: • Set automatic timer for slides • Exhibit presentation etiquette • Engage audience

Indicator # FT 4   **Demonstrate an understanding of a file management system**

Webb Level	Sub-indicator

Two
Skill/Concept
	FT 4.1 – Use a file management system to navigate and manage files
	
	Examples:
	   • Open a file on the desktop and save it to a network location
	   • Show hidden files
	   • Share a file

Three Strategic Thinking	FT 4.2 – Utilize a system's built-in search features Examples: • Employ built-in search to find specific file type

Indicator # FT 5   **Manage user settings of an operating system**

Webb Level	Sub-indicator	Integrated Content

Two
Skill/Concept
	FT 5.1 – Demonstrate knowledge of features in the operating system
	
	Examples:
	   • Change accessibility options
	   • Change resolution of computer
	   • Change audio settings
	   • Change power options
	   • Terminate a program using task manager
	   • Use shortcut keys
		Some features may look different across platforms (e.g. Mac, Windows, etc.)

Indicator # FT 6   **Distinguish and apply key elements of Internet browsers and search engines**

Webb Level	Sub-indicator

Two
Skill/Concept
	FT 6.1 – Demonstrate advanced search techniques within a search engine
	
	Examples:
	   • Utilize Boolean logic
	   • Compare search phrases
	   • Identify specific domain (e.g. .gov, .edu, .org)
	   • Recognize international domains no revision needed

Two Skill/Concept	FT 6.2 – Analyze search engines Examples: • Compare various search engines • Communicate an understanding of clustering • Understand the purpose of real time • Utilize directory sites
Two Skill/Concept	FT 6.3 – Evaluate t Internet browsers Examples: • Compare features of various Internet browsers (e.g. customization, rendering speed, add-on capabilities) • Assess validity and quality of Internet browsers

Indicator # FT 7   Demonstrate an understanding of computer preventive maintenance and security

Webb Level	*Sub-indicator*
Two Skill/Concept	FT 7.1 – Demonstrate various methods of backing up files Examples: • Create a backup file to a memory device or web based storage • Export 'Bookmarks' or 'Favorites' to external drive or web based storage
Two Skill/Concept	FT 7.2 – Conduct Internet browser maintenance Examples: • Clear the browser cache • Reset a browser to the default configuration • Add and remove extensions from a browser • Change homepage of browser
Two Skill/Concept	FT 7.3 – Explain the importance of antivirus software Examples: • List different antivirus options • Explain the importance of software and operating system updates
Two Skill/Concept	FT 7.4 – Communicate the importance of password creation and management

	Examples: • Create varied and complex passwords • Use a password manager to securely save passwords

Indicator # FT 8   Develop digital literacy, netiquette and citizenship skills

Webb Level	Sub-indicator
Three Strategic Thinking	FT 8.1 – Demonstrate an understanding of the importance of privacy and security within relevant technological tools Examples: • Compare various computer/smartphone applications that utilize privacy and security methods • Install an appropriate and applicable firewall for Internet security
Three Strategic Thinking	FT 8.2 - Analyze the effect of technology on relationships and communication Examples: • Create a personal cyberbullying statement • Investigate present day legal cases concerning Internet crimes • Communicate an understanding of netiquette • Create a professional email • Create and communicate application of an avatar
Three Strategic Thinking	FT 8.3 - Demonstrate the complexity of safe, legal and responsible creation of digital footprints and reputations Examples: • Determine the most appropriate strategy to create a positive self-image and identity • Communicate professional methods that are advised for an appropriate digital footprint
Three Strategic Thinking	FT8.4 - Follow ethical and legal guidelines in gathering and using digital information and applications Examples: • Develop a digital code of ethics • Investigate the legal aspects of creating and citing digital information
Three Strategic Thinking	FT 8.5 Effectively decipher reliable information on the web Examples: • Evaluate Wikipedia references • Determine Reliable resources