

## Workplace Technology Skills, Unpacked Standards

<b>Indicator # WTS 1: Create and format word processing documents for a variety of personal and work applications</b>		
Level 2: Skill/Concept	WTS 1.1 Modify, manipulate and format paragraphs	
Level 2: Skill/Concept	WTS 1.2 Use tables to enhance documents	
Level 2: Skill/Concept	WTS 1.3 Customize document formatting	
Level 2: Skill/Concept	WTS 1.4 Create a mail merge document	
Level 2: Skill/Concept	WTS 1.5 Create and use features of word processing software	
Level 2: Skill/Concept	WTS 1.6 Format characters	
Level 2: Skill/Concept	WTS 1.7 Utilize Help features	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>Document formatting</li> <li>Word processing features</li> </ul>	<ul style="list-style-type: none"> <li>How to create and format word processing documents for personal and work purposes</li> </ul>	<ul style="list-style-type: none"> <li>Customize document formatting</li> <li>Create mail merge document</li> <li>Create and use features of word processing software</li> <li>Format characters</li> <li>Use Help features</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>Digital footprint can impact career success and employment.</li> <li>Basic technology skills are the foundation to adapt to changes in technology.</li> <li>Awareness of workplace technology acceptable use policies.</li> <li>Implement security best practices.</li> </ul>		
Academic Standards Alignment		
<p>9-10.RST.1 Accurately cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions.</p> <p>9-10.WHST.4 Produce clear and coherent writing in which the development, organization, and style and tone are appropriate to task, purpose, and audience.</p> <p>9-10.WHST.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.</p>		

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Indicator # WTS 2: Create, manipulate and format data		
Level 2: Skill/Concept	WTS 2.1 Format a spreadsheet to enhance its appearance	
Level 2: Skill/Concept	WTS 2.2 Insert formulas into a spreadsheet to enhance its functionality	
Level 2: Skill/Concept	WTS 2.3 Manipulate data within and between multiple spreadsheets	
Level 2: Skill/Concept	WTS 2.4 Create charts and graphs to represent data	
Level 2: Skill/Concept	WTS 2.5 Create forms and reports	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>● Spreadsheet formatting</li> <li>● Inserting a formula</li> <li>● Spreadsheet features</li> <li>● Charts and graphs</li> <li>● Forms and reports</li> </ul>	<ul style="list-style-type: none"> <li>● How to format spreadsheets for personal and work purposes</li> <li>● Effective uses of spreadsheets</li> <li>● How charts and graphs enhance and clarify data</li> <li>● Effective uses of forms and reports</li> </ul>	<ul style="list-style-type: none"> <li>● Format spreadsheet</li> <li>● Insert formulas</li> <li>● Manipulate data</li> <li>● Create:               <ul style="list-style-type: none"> <li>○ Charts</li> <li>○ Graphs</li> <li>○ Forms</li> <li>○ Reports</li> </ul> </li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>● Basic technology skills are the foundation to adapt to changes in technology.</li> <li>● Awareness of workplace technology acceptable use policies.</li> <li>● Implement security best practices.</li> </ul>		
Academic Standards Alignment		
<p>9-10.WHST.4 Produce clear and coherent writing in which the development, organization, and style and tone are appropriate to task, purpose, and audience.</p> <p>9-10.WHST.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology’s capacity to link to other information and to display information flexibly and dynamically.</p> <p>9-10.RST.4 Determine the meaning of symbols, equations, graphical and tabular representations, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–10 grade level texts and topics.</p>		

## Workplace Technology Skills, Unpacked Standards

Indicator # WTS 3: Create and format professional presentations		
Level 2: Skill/Concept	WTS 3.1 Create a presentation using presentation tools	
Level 2: Skill/Concept	WTS 3.2 Modify a presentation	
Level 2: Skill/Concept	WTS 3.3 Add visual elements to a presentation	
Level 2: Skill/Concept	WTS 3.4 Share and present professional presentations	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>• Various professional presentation software</li> <li>• Presentation software features</li> <li>• Presentation etiquette</li> </ul>	<ul style="list-style-type: none"> <li>• How to create and design professional presentations</li> <li>• The impact of an engaging presentation</li> <li>• How to insert visual elements into a presentation</li> <li>• How to use an effective balance of visual elements and text in a presentation</li> <li>• How to rehearse for a presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Create and modify a presentation using presentation software</li> <li>• Add visual elements to a presentation</li> <li>• Present a professional presentation</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>• Digital footprint can impact career success and employment.</li> <li>• Basic technology skills are the foundation to adapt to changes in technology.</li> <li>• Awareness of workplace technology acceptable use policies.</li> <li>• Implement cybersecurity best practices.</li> </ul>		
Academic Standards Alignment		
<p>9-10.WHST.4 Produce clear and coherent writing in which the development, organization, and style and tone are appropriate to task, purpose, and audience.</p> <p>9-10.WHST.5 Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.</p> <p>9-10.WHST.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.</p> <p>9-10.RST.1 Accurately cite specific textual evidence to support analysis of science and technical texts, attending to the precise details of explanations or descriptions.</p>		

## Workplace Technology Skills, Unpacked Standards

Indicator # WTS 4: Demonstrate an understanding of a file management system		
Level 2: Skill/Concept	WTS 4.1 Use a file management system to navigate and manage files	
Level 3: Strategic Thinking	WTS 4.2 Utilize a system's built-in search features	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>• An operating system's file management system</li> <li>• File management system features (file manager, operating system, shortcut keys, web browser, cloud storage, search features)</li> </ul>	<ul style="list-style-type: none"> <li>• How to use an operating system's file management system</li> <li>• How to search for specific file types using a system's built-in features</li> </ul>	<ul style="list-style-type: none"> <li>• Save and relocate files</li> <li>• Share files with others</li> <li>• Search and retrieve files</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>• Digital footprint can impact career success and employment.</li> <li>• Basic technology skills are the foundation to adapt to changes in technology.</li> <li>• Awareness of workplace technology acceptable use policies.</li> <li>• Implement security best practices.</li> </ul>		
Academic Standards Alignment		
6-8.WHST.8 Gather relevant information from multiple print and digital sources. a. Use search terms effectively. b. Assess the credibility and accuracy of each source. c. Quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.		

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Indicator # WTS 5: Manage user settings of an operating system		
Level 2: Skill/Concept	WTS 5.1 Demonstrate knowledge of features in the operating system	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>• Different operating system capabilities and restrictions</li> <li>• Operating system features</li> </ul>	<ul style="list-style-type: none"> <li>• How to utilize operating system features</li> </ul>	<ul style="list-style-type: none"> <li>• Modify:               <ul style="list-style-type: none"> <li>○ accessibility options</li> <li>○ resolution of computer</li> <li>○ audio settings</li> <li>○ power options</li> </ul> </li> <li>• Terminate a program process using task manager</li> <li>• Use shortcut keys</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>• Basic technology skills are the foundation to adapt to changes in technology.</li> <li>• Awareness of workplace technology acceptable use policies.</li> <li>• Implement security best practices.</li> </ul>		
Academic Standards Alignment		
9-10.RST.3 Precisely follow a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text.		

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Indicator # WTS 6: Distinguish and apply key elements of Internet browsers and search engines		
Level 2: Skill/Concept	WTS 6.1 Demonstrate advanced search techniques within a search engine	
Level 2: Skill/Concept	WTS 6.2 Analyze search engines	
Level 2: Skill/Concept	WTS 6.3 Evaluate Internet browsers	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>• Different search engines</li> <li>• Advanced search techniques</li> <li>• Various internet browsers available</li> </ul>	<ul style="list-style-type: none"> <li>• How to use features of an internet browser</li> <li>• How various search engines produce different results</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize Boolean logic</li> <li>• Identify specific domains (e.g. .gov, .edu, .org)</li> <li>• Demonstrate persistence in searching for valid and credible information</li> <li>• Assess quality of Internet browser content</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>• Digital footprint can impact career success and employment.</li> <li>• Basic technology skills are the foundation to adapt to changes in technology.</li> <li>• Awareness of workplace technology acceptable use policies.</li> <li>• Implement cybersecurity best practices.</li> </ul>		
Academic Standards Alignment		
<p>6-8.WHST.8 Gather relevant information from multiple print and digital sources. a. Use search terms effectively. b. Assess the credibility and accuracy of each source. c. Quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.</p> <p>9-10.WHST.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation.</p> <p>9-10.WHST.9 Draw relevant evidence from informational and/or literary fiction or non-fiction texts to support analysis, reflection, and research.</p> <p>9-10.RST.4 Determine the meaning of symbols, equations, graphical and tabular representations, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9–10 grade level texts and topics.</p>		

## Workplace Technology Skills, Unpacked Standards

Indicator # WTS 7: Demonstrate an understanding of computer preventive maintenance and security		
Level 2: Skill/Concept	WTS 7.1 Demonstrate various methods of backing up files	
Level 2: Skill/Concept	WTS 7.2 Conduct Internet browser maintenance	
Level 2: Skill/Concept	WTS 7.3 Explain the importance of antivirus software	
Level 2: Skill/Concept	WTS 7.4 Communicate the importance of password creation and management	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>● Methods to back up files</li> <li>● Password creation and management</li> </ul>	<ul style="list-style-type: none"> <li>● The importance of computer preventive maintenance and security</li> <li>● Backing up a file</li> <li>● The importance of antivirus software and browser maintenance</li> </ul>	<ul style="list-style-type: none"> <li>● Create a backup file to a memory device or web-based storage</li> <li>● Clear the browser cache</li> <li>● Modify a browser               <ul style="list-style-type: none"> <li>○ Reset a browser to the default configuration</li> <li>○ Add and remove extensions from a browser</li> </ul> </li> <li>● Create varied and complex passwords</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>● Basic technology skills are the foundation to adapt to changes in technology.</li> <li>● Awareness of workplace technology acceptable use policies.</li> <li>● Implement cybersecurity best practices.</li> </ul>		
Academic Standards Alignment		
9-10.RST.3 Precisely follow a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks, attending to special cases or exceptions defined in the text.		

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Indicator # WTS 8: Develop digital literacy, netiquette, and citizenship skills		
Level 3: Strategic Thinking	WTS 8.1 Demonstrate an understanding of the importance of privacy and security within relevant technological tools	
Level 3: Strategic Thinking	WTS 8.2 Analyze the effect of technology on relationships and communication	
Level 3: Strategic Thinking	WTS 8.3 Demonstrate the complexity of safe, legal, and responsible creation of digital footprints and reputations	
Level 3: Strategic Thinking	WTS 8.4 Follow ethical and legal guidelines in gathering and using digital information and applications	
Level 3: Strategic Thinking	WTS 8.5 Effectively decipher reliable information on the web	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> <li>Effects of technology on relationships and communication</li> <li>Digital footprints and online reputations</li> <li>Netiquette practices</li> <li>Ethical and legal guidelines in gathering and using digital information</li> </ul>	<ul style="list-style-type: none"> <li>Importance of digital literacy, netiquette, and citizenship skills</li> <li>Importance of privacy and security within technological tools</li> <li>The difference between reliable and unreliable information</li> <li>The effects of poor netiquette</li> </ul>	<ul style="list-style-type: none"> <li>Identify security methods of various computer/smartphone applications</li> <li>Demonstrate netiquette (anti-cyberbullying, respectful communication, fact checking, etc.)</li> <li>Determine strategies to create a positive self-image and identity</li> <li>Apply the legal aspects of creating and citing digital information</li> <li>Determine reliable resources</li> </ul>
Industry Connections		
<ul style="list-style-type: none"> <li>Digital footprint can impact career success and employment.</li> <li>Basic technology skills are the foundation to adapt to changes in technology.</li> <li>Awareness of workplace technology acceptable use policies.</li> <li>Implement cybersecurity best practices.</li> </ul>		
Academic Standards Alignment		
<p>6-8.RST.8 Distinguish among facts, reasoned judgment based on research findings, bias, and speculation in a text.</p> <p>6-8.WHST.8 Gather relevant information from multiple print and digital sources. a. Use search terms effectively. b. Assess the credibility and accuracy of each source. c. Quote or paraphrase the data and conclusions of others while avoiding plagiarism and following a standard format for citation.</p>		



9-10.WHST.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

9-10.WHST.4 Produce clear and coherent writing in which the development, organization, and style and tone are appropriate to task, purpose, and audience.