

Workplace Readiness Skills for the Commonwealth

Grades 6 – 8

School

Technology Knowledge and Skills

18. **Job-Specific Technologies:** Selects and safely uses technological resources to accomplish work responsibilities in a productive manner

Objective: Student will use the computer safely to complete tasks.

Activities:

1. Have students learn keyboard and functions.
2. Have students enter data from a class generated assignment.
3. Have students use Microsoft Word to type reports.
4. Have students use Microsoft Excel to generate reports.
5. Have students complete assignments or projects using wikis, iPods, or other technological resources.