

Workplace Readiness Skills for the Commonwealth

Pre-school – K

School

Technology Knowledge and Skills

19. **Information Technology:** Uses computers, file management techniques, and software/programs effectively

Objective:

The student will identify appropriate handling of the computer and choose a computer application to use.

Activities:

1. Provide rules and practice for computer use.
2. Have a computer center within the classroom with appropriate programs for student's level (games, educational activities). Let the student choose the program they want to use.
3. Visit the computer lab weekly where all students are required to follow some direction.