

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

Technology Knowledge and Skills

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

Objective: Student will complete a course on keyboarding techniques.

Activities:

1. Schedule a keyboarding class to be completed over a semester or year. Attend and participate in the keyboarding class.
2. Demonstrate competencies of keyboarding techniques.
3. Attempt to earn a MOS certification in a Microsoft Office Application (Word, Excel, PowerPoint, etc.).

<http://www.microsoft.com/learning/en/us/certification/mos.aspx#certifications>

Objective: Student will research a career of their choice using the internet.

Activities:

1. Use the internet to research careers.
2. Select a career of interest and research the following: education needed, salary range, skills required, and job outlook.
3. Use Microsoft Office PowerPoint and create slides illustrating a chosen career.