Statewide Manufacturing Curriculum:
Technology Awareness and Skills Module

Students will:

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
1. Use a mouse effectively	Mouse functions	• Place mouse websites on computer for students to practice • Learn to use a mouse: Right/Left click, Scroll, Click and drag www.instruction.greenriver.edu/avery/activities/mouse/MouseSkills.htm • Mouse Skills: www.mouseprogram.com/mousepractice/	Teacher observation Student demonstration
2. Locate and use keyboard keys	Keys and key functions	• Find each key on keyboard: Control, Alt, Delete, Backspace, Page Up, Page Dn, Caps Lock, Tab, Insert, and Number pad • Explain each key • Demonstrate each key • Open a file for practice (File: **Keyboard Key Practice**) • Student practices each key • Use handout **Keyboard Shortcuts and Ribbon**	Student demonstration
3. Use keyboard to develop and/or improve typing skills	QWERTY Keyboard; Home row; Keyboard familiarity and safety	• Introduce keyboard through demonstration • Show placement of fingers on keyboard • Use online typing instruction programs: Online Instruction www.sense-lang.org/typing/ Typing games www.freetypinggame.net/play.asp • Use software for instruction: Mavis Beacon Teaches Typing or Typing Tutor • Stress accuracy rather than speed • Use handout **Ergonomically Correct Space**	Teacher observation Evaluation from software

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4. Use Windows to open programs, move between programs, and create folders	Open programs Start button Windows key Shortcut icon Multi-task in Windows Folder creation	• Introduce two or three ways of opening a program • Explain multi-tasking • Demonstrate moving from program to program • Student opens several programs and moves between them • Use the handout **Vista Windows 7 Classroom Exercises** • Give students **Vista Windows 7 Tips** • Student practices information in **Vista Windows 7 Tips** • Student makes a folder with his/her name on it in *Documents*	Teacher Observation Student demonstration

5. Create passwords, define privacy terms and virus protection	Passwords
	Basic computer privacy:
	  Phishing
	  Pop-ups
	  Virus protectors
	  Malware
		• Use handout **Privacy to Passwords**
		• Explain length of password
		   o symbols, punctuation usage
		• Student can use Microsoft's password checker https://www.microsoft.com/security/pc-security/password-checker.aspx to practice creating secure passwords
		• Show the pop-up blocker in the browser
		• Show the virus protector on the computer
		• Explain Malware
			Student demonstration
			
			Evaluation from password checker

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6. Navigate the Internet, locate a website and save to the Favorites folder	URL/Address bar Search engines Search limiters	• Point out address bar in browser • Demonstrate typing in a URL (Universal Resource Locator) • Student types in the same URL • Explain search engines (Google, Yahoo, etc.) • Show the different types of search engines • Introduce searching limiters such as quotes, and/or, + or – • Demonstrate a search • Student searches for a website and saves to the Favorites folder • Use handout **Internet Lessons** to discuss Internet use • CARS: *Reading*—Unit 6: Reading Graphics with Understanding—Lesson 3: Reading Electronic Text	Teacher observation Student successfully searches for a website and saves to the Favorites folder
7. Create, send, open e-mails, attach files to an e-mail; and download, save, and open e-mail attachments	E-mail operations Attachment procedures	• If student does not have an e-mail, create one on gmail.com • Explain the TO: and subject line • Demonstrate how to create an e-mail • Use Send button • Demonstrate and explain the difference between Reply, Reply All and Forward • Use the Power Point **E-mail PPT** • Demonstrate attaching a file by browsing for a file • Demonstrate downloading and saving an attachment in the folder created in the previous lesson • Student practices attaching a file, preferably a resume • Student sends resume to instructor	Student completion of creating and sending an e-mail with an attachment

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8. Use MS® Word to create, open and edit a file; save and print a document; use cut and paste features	MS® Word applications and tools	• Student creates a blank file • Distribute handout **Word Processing** • Instructor and student create, save, format and print a file called **SSJ Construction Word Practice** • Demonstrate cut and paste • Student practices cut and paste	Student completion of creating, formatting and printing a file
9. Use MS® Excel to create, format, and print a spreadsheet; write a simple formula	MS® Excel applications and tools	• Introduce Excel • Use handout **Microsoft Excel Tutorial** to complete specified content	Successful creation of investment spreadsheet
10. Create a presentation using MS® PowerPoint	MS®PowerPoint applications and tools	• Introduce PowerPoint • Show a PowerPoint presentation. Use File**: Show How to Run a Presentation** • Build a PowerPoint: Use File: **PowerPoint Handout**	Successful creation of PowerPoint presentation

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11. Enter data in an electronic employment application form; copy and paste resume into an online application	Online applications Tab key Scroll bar	• Explain usage of Tab key and scroll bar in forms • Show how to copy and paste resume into an online application • Practice online applications by using http://www.rileyguide.com/kiosk.html	Successful completion of online practice application
12. Use Moodle to create a list of classes of interest	Moodle features and usage	• Explain Moodle by using website: http://www.moodle.org/about/ • Search educational programs in student's area to find Moodle • Discover the type of classes offered in Moodle • Student makes a list of classes of interest found on Moodle • i-Pathways: *Orientation*—Unit 1: Getting a Job or Furthering Your Education—Lesson 1: Find a Job	Student lists classes of interest in Moodle
13. Use Blackboard to create a list of classes of interest	Blackboard features and usage	• Explain Blackboard by using website: http://www.blackboard.com/Platforms/Learn/Overview.aspx • Search the educational programs in student's area to find Blackboard • Discover the type of classes offered in Blackboard • Student makes a list of classes of interest found on Blackboard • i-Pathways: *Orientation*—Unit 1: Getting a Job or Furthering Your Education—Lesson 1: Find a Job	Student lists classes of interest in Blackboard

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14. Locate, view and share a video on manufacturing equipment	Industry-specific equipment	• Use the Internet to view industry-specific equipment through YouTube • View a manufacturing equipment playlist on YouTube. http://www.youtube.com/view_play_list?p=3649AF5DB128B308 • Go to www.youtube.com • Student uses search bar in YouTube to look for videos on healthcare occupations • Student shares the videos discovered • Use files: **Computer Lab – Virtual Machine Shop 1 & 2**	Successful completion of a YouTube search
15. Determine special learning needs	Ease of Access in Windows Computer set-up for learner's needs	• Determine learner's needs, e.g., visual, auditory, tactile • Set computer for learner's needs by using handout **Accessibility Options** • Student and instructor set up necessary options	Successful set up of Ease of Access options