

Statewide Transportation, Distribution, and Logistics (TDL) Curriculum: Technology Awareness and Skills Module

Students will:

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
1. Use a mouse effectively	Mouse functions	<ul style="list-style-type: none"> Place mouse websites on computer for students to practice. Learn to use a mouse - Right/Left click, Scroll, Click and drag: http://www.instruction.greenriver.edu/esol/activities/mouse/mouseskills.htm Mouse Skills: www.mouseprogram.com/mousepractice/ 	<p>Teacher observation</p> <p>Student demonstration</p>
2. Locate and use keyboard keys	Keys and key functions	<ul style="list-style-type: none"> 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. 	<p>Student demonstration</p>
3. Use keyboard to develop and/or improve typing skills	QWERTY Keyboard; Home row; Keyboard familiarity and safety	<ul style="list-style-type: none"> 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. 	<p>Teacher observation</p> <p>Evaluation from software</p>

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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	<ul style="list-style-type: none"> • 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 <i>Documents</i>. 	Teacher Observation Student demonstration
5. Create passwords, define privacy terms and virus protection	Passwords Basic computer privacy: Phishing Pop-ups Virus protectors Malware	<ul style="list-style-type: none"> • Use handout: Create Strong Passwords. <ul style="list-style-type: none"> ○ Explain length of password, 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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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	<ul style="list-style-type: none"> • Student creates a blank file. • Distribute handout: Word Processing. • Instructor and student create, save, format and print a file called “Logistics and Distribution Manager.” • 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	<ul style="list-style-type: none"> • Introduce Excel: http://office.microsoft.com/en-us/excel-help/how-to-create-a-basic-chart-in-excel-2010-RZ102559017.aspx 	Successful creation of spreadsheet
10. Create a presentation using MS® PowerPoint	MS® PowerPoint applications and tools	<ul style="list-style-type: none"> • Introduce PowerPoint: • Use: Resource file – Getting Started with PowerPoint • Use handout: Build a PowerPoint • Use handout: How to Run a Presentation 	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	<ul style="list-style-type: none"> • 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 • i-Pathways: <i>Orientation</i>—Unit 1: Getting a Job or Furthering Your Education—Lesson 1: Find a Job 	Successful completion of online practice application
12. Use Moodle to create a list of classes of interest	Moodle features and usage	<ul style="list-style-type: none"> • 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: <i>Orientation</i>—Unit 1: Getting a Job or Furthering Your Education—Lesson 1: Find a Job 	Student lists classes of interest in Moodle
13. Operate scanner and scan barcodes	Scanner features and usage	<ul style="list-style-type: none"> • Explain Intermec scanners using the video: https://www.youtube.com/watch?v=o_AtkeVSII0 • Examine inbound product scanning process used in “Ford Scanning.” • Use: Resource file - “Ford DW Inbound Scanning Tote Label SOP.” 	Student explains how and steps involved to operate scanner

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14. Locate, view, and share a video on TDL equipment	Industry-specific equipment	<ul style="list-style-type: none"> • Use the Internet to view industry-specific equipment through YouTube. • View a warehouse equipment playlist on YouTube: https://www.youtube.com/watch?v=3ZLJymZbZtQ&list=PL06088BE9D25CF4F5 • Go to www.youtube.com. • Student uses search bar in YouTube to look for videos on TDL occupations. • Student shares the videos discovered. • Use files: https://www.youtube.com/watch?v=bAgoknuvxNE&list=PLXuO9F-yKUMdQ2HCEsz_4O6CVxFEk9vBS 	Successful completion of a YouTube search
15. Determine special learning needs	Ease of Access in Windows Computer set-up for learner's needs	<ul style="list-style-type: none"> • 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