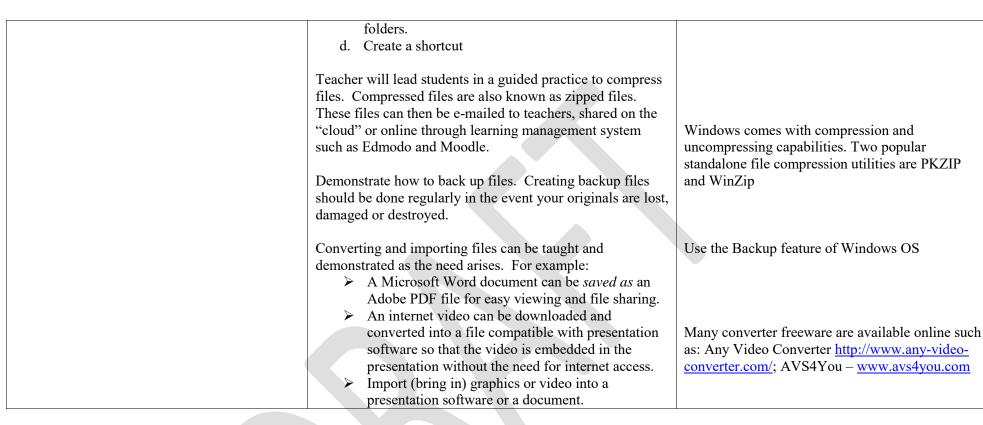
CAREER PREPAREDNESS

Unit	Technology Skill Application	S	Time on Task: 2.5 Hours/150 minutes
Course Content Standard(s)	9. Demonstrate advanced technology skills, including compressing, converting, importing, exporting, backing up files and transferring data among applications.		
	(Teachers should se	College and Career Readiness Standards lect the appropriate grade span standard(s) as it pertains t	to reading and writing.)
Reading Standards for Literacy in Science and Technical Subjects 6-12 <u>or</u> Reading Standards for Literacy in History/Social Studies 6-12		Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12	Standards for Mathematical Practice
3., 4., and 7.		3., 4., and 7.	5. and 6.
Learning Objective(s)	The student will: 1. Demonstrate how to compress files. 2. Demonstrate how to convert files. 3. Demonstrate how to import files. 4. Demonstrate how to create backup files. 5. Demonstrate how to transfer data among applications.		
21 st Century Competencies	☐ Critical Thinking ☐ Com	munication 🖂 Collaboration 🗌 Creativity	Source: Partnership for 21st Century Skills (www.p21.org/)
	Why is it necessary to compress How does one compress files? How does one convert files? What is the benefit of importing How does one import files? What is the importance of back	g files?	
Essential	How does one create backup fi	les?	
Question(s)	How does one transfer data am	ong applications?	

Content Knowledge	Suggested Instructional Activities	Suggested Materials, Equipment, and Technology Resources
Advanced Technology Skills A. Compressing to reduce the size of a file) B. Converting C. Importing (to bring information into a program from another program) D. Backing up Files E. Transferring Data Among Applications	Teacher will introduce Utility Programs as a type of system software that allows a user to performance maintenance-type tasks, usually related to managing a computer, its devices or its programs. These programs may include: a. File Manager b. Search Utility c. Uninstaller d. Disk Defragment e. Backup and Restore Utilities f. Screen Saver g. Personal Firewall h. Antivirus Programs i. Spyware and Adware Removers j. Internet Filters k. File Compression l. Media Player m. Disc Burning n. Personal Computer Maintenance	Any textbook which has a unit on Operating System and Utility Programs. If you've never done any of these before, it is highly recommended that a one-on-one tutorial session with a technology coach will help a lot. This will save you a lot of trouble in classroom management if you are very familiar with the whole process.
	Notes: These concepts can be taught in a two to three day period but they will be more effective if taught throughout the year as the need arises. Teacher will demonstrate and guide the class in managing their files and storage medium using a computer system's file manager to: a. Display a list of files and storage available. For example on desktop computer running on Windows 7 this will be done through the Start Button — computers b. Creating Folders and organize files in folders using common methods such as drag and drop method, cut/paste or copy/paste. c. Copy, rename, delete, move, and sort files or	There are many YouTube videos demonstrating these tasks. For example, File Management Tutorial from Windows Help Desk - http://www.youtube.com/watch?v=jffJ6WyEJwM Windows Help - http://windows.microsoft.com/en-us/windows/windows-help#windows=windows-8



Assessment of	Formative Assessments (AQTS 2.8)	Summative Assessments (AQTS 2.9)
Learning	• Conduct a "screen check" to be sure students are being able to	Vocabulary Quiz
	follow the task being demonstrated.	Printout of screen capture
	 Use a screen capture or "Snipping Tool" to show what is on screen. This can be imported to a document and printed or printed as a JPEG file. 	

Sample Career	Administrative Assistant, E-Commerce Director, Computer Operator, Help Desk Specialist, Computer Technician, Project Leader, Technical
Options	Writer, any career that involves use of technology or computer applications.
Online	Does this lesson address the required online experience? X Yes No Yes, if the use of cloud storage as a culminating project will
Experience	be used and enforced in class. Cloud storage can be used for sharing files and collaboration.

	If yes, please indicate length of time in minutes. 2 hours	
Unit/Course CTSO Activity (if applicable)	The ability to collaborate online is a necessary 21st century skill to be successful.	
Culminating	Sign up for a free cloud storage such as Dropbox or Box to facilitate transfer of files among applications . These cloud storage all have	
Product	free versions with opportunities to earn more storage space through referral. Teachers can have their students sign up and get the referral	
	space.	
Course/Program Credential(s): Credential Certificate Other:		