

## CAREER PREPAREDNESS

<b>Unit</b>	<b>Technology Skill Applications</b>	<b>Time on Task: 2.5 Hours/150 minutes</b>
<b>Course Content Standard(s)</b>	9. Demonstrate advanced technology skills, including compressing, converting, importing, exporting, backing up files and transferring data among applications.	

### *College and Career Readiness Standards*

*(Teachers should select the appropriate grade span standard(s) as it pertains to reading and writing.)*

<b>Reading Standards for Literacy in Science and Technical Subjects 6-12 <u>or</u> Reading Standards for Literacy in History/Social Studies 6-12</b>	<b>Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects 6-12</b>	<b>Standards for Mathematical Practice</b>
3., 4., and 7.	3., 4., and 7.	5. and 6.

<b>Learning Objective(s)</b>	<p>The student will:</p> <ol style="list-style-type: none"> <li>1. Demonstrate how to compress files.</li> <li>2. Demonstrate how to convert files.</li> <li>3. Demonstrate how to import files.</li> <li>4. Demonstrate how to create backup files.</li> <li>5. Demonstrate how to transfer data among applications.</li> </ol>
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<b>21<sup>st</sup> Century Competencies</b>	<input checked="" type="checkbox"/> Critical Thinking <input type="checkbox"/> Communication <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/> Creativity		Source: Partnership for 21st Century Skills ( <a href="http://www.p21.org/">www.p21.org/</a> )
<b>Essential Question(s)</b>	Why is it necessary to compress files? How does one compress files? How does one convert files? What is the benefit of importing files? How does one import files? What is the importance of backing up files? How does one create backup files? How does one transfer data among applications?		

Content Knowledge	Suggested Instructional Activities	Suggested Materials, Equipment, and Technology Resources
<p>Advanced Technology Skills</p> <ul style="list-style-type: none"> <li>A. Compressing to reduce the size of a file)</li> <li>B. Converting</li> <li>C. Importing (to bring information into a program from another program)</li> <li>D. Backing up Files</li> <li>E. Transferring Data Among Applications</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>a. File Manager</li> <li>b. Search Utility</li> <li>c. Uninstaller</li> <li>d. Disk Defragment</li> <li>e. Backup and Restore Utilities</li> <li>f. Screen Saver</li> <li>g. Personal Firewall</li> <li>h. Antivirus Programs</li> <li>i. Spyware and Adware Removers</li> <li>j. Internet Filters</li> <li>k. File Compression</li> <li>l. Media Player</li> <li>m. Disc Burning</li> <li>n. Personal Computer Maintenance</li> </ul> <p>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.</p> <p>Teacher will demonstrate and guide the class in managing their files and storage medium using a computer system's file manager to:</p> <ul style="list-style-type: none"> <li>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</li> <li>b. Creating Folders and organize files in folders using common methods such as drag and drop method, cut/paste or copy/paste.</li> <li>c. Copy, rename, delete, move, and sort files or</li> </ul>	<p>Any textbook which has a unit on Operating System and Utility Programs.</p> <p>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.</p> <p>There are many YouTube videos demonstrating these tasks. For example, File Management Tutorial from Windows Help Desk - <a href="http://www.youtube.com/watch?v=jffJ6WyEJwM">http://www.youtube.com/watch?v=jffJ6WyEJwM</a></p> <p>Windows Help - <a href="http://windows.microsoft.com/en-us/windows/windows-help#windows=windows-8">http://windows.microsoft.com/en-us/windows/windows-help#windows=windows-8</a></p>

	<p>folders.</p> <p>d. Create a shortcut</p> <p>Teacher will lead students in a guided practice to compress files. Compressed files are also known as zipped files. These files can then be e-mailed to teachers, shared on the “cloud” or online through learning management system such as Edmodo and Moodle.</p> <p>Demonstrate how to back up files. Creating backup files should be done regularly in the event your originals are lost, damaged or destroyed.</p> <p>Converting and importing files can be taught and demonstrated as the need arises. For example:</p> <ul style="list-style-type: none"> <li>➤ A Microsoft Word document can be <i>saved as</i> an Adobe PDF file for easy viewing and file sharing.</li> <li>➤ An internet video can be downloaded and converted into a file compatible with presentation software so that the video is embedded in the presentation without the need for internet access.</li> <li>➤ Import (bring in) graphics or video into a presentation software or a document.</li> </ul>	<p>Windows comes with compression and uncompressing capabilities. Two popular standalone file compression utilities are PKZIP and WinZip</p> <p>Use the Backup feature of Windows OS</p> <p>Many converter freeware are available online such as: Any Video Converter <a href="http://www.any-video-converter.com/">http://www.any-video-converter.com/</a>; AVS4You – <a href="http://www.avs4you.com">www.avs4you.com</a></p>
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<p><b>Assessment of Learning</b></p>	<p><b>Formative Assessments (AQTS 2.8)</b></p> <ul style="list-style-type: none"> <li>• Conduct a “screen check” to be sure students are being able to follow the task being demonstrated.</li> <li>• 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.</li> </ul>	<p><b>Summative Assessments (AQTS 2.9)</b></p> <ul style="list-style-type: none"> <li>• Vocabulary Quiz</li> <li>• Printout of screen capture</li> </ul>
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<p><b>Sample Career Options</b></p>	<p>Administrative Assistant, E-Commerce Director, Computer Operator, Help Desk Specialist, Computer Technician, Project Leader, Technical Writer, any career that involves use of technology or computer applications.</p>
<p><b>Online Experience</b></p>	<p>Does this lesson address the required online experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Yes</b>, if the use of cloud storage as a culminating project will be used and enforced in class. Cloud storage can be used for sharing files and collaboration.</p>

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

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