



## Career Exploration and Employability

- Career & entrepreneurship opportunities
- Industry certifications & requirements
- Career preparation plans
- Employability
- Resumes & portfolios
- Listening & speaking skills

## Technology Skills in the 21<sup>st</sup> Century

- Electronic communication skills
- Internet skills
- Emerging technologies
- Cyber security awareness

## Software Technical Skills – Word Processing

- Microsoft Word
- Terminology
- Formatting
- Professional documents

## Software Technical Skills – Spreadsheets

- Microsoft Excel
- Terminology
- Mathematical calculations
- Functions
- Formatting
- File types

## Software Technical Skills – Presentation Management

- Microsoft PowerPoint
- Terminology
- Incorporate media
- Formatting
- Professional presentations

## Software Technical Skills – Database Technology

- Microsoft Access
- Terminology
- Queries & search parameters
- Fields & records

## Software Technical Skills – Computer Programming

- Compilers & interpreters
- Programming languages
- Flowcharts
- String, character, integer, date
- Algorithms

## Software Technical Skills – Webpage Design

- HTML
- Adobe Dreamweaver
- Webpage development
- Interactive media
- Web design elements & principles
- File types



## Computer Hardware

- Computer components
- Terminology
- Peripherals

## Compute Software and Operating Systems

- Systems & application software
- Operating systems components
- Terminology
- File management techniques
- File types
- Computer numbering systems
- System management tools
- Viruses & malware

## Computer Networking

- Network operating systems
- Troubleshooting
- Telecommunications & data networking
- Types of networks

## Computer Ethics and Legal Issues in Information Technology

- Technology Laws
- Ethical use of technology & online resources
- Citation of sources
- Copyright, trademarks, patents
- Plagiarism
- Hacking, online piracy & data vandalism

## Software

- Microsoft Office
- Adobe CC
- Notepad