

# Workplace Readiness Skill

## Professional Competency

### Activity Sheet

# Skill 15

## Information Technology

We use technology a lot in our daily lives – for work, home, fun, shopping, etc. Technology devices include items like computers, phones, tablets, and more. When we use the term information technology, we’re talking about a set of skills that lets us interact with various types of technology devices.

### Description of Information Technology

Information technology means maintaining a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions.

Examples of information technology:

- Use Excel to create a monthly budget.
- Problem-solve to figure out why your printer is not connecting to your work computer.

### Menu of Activities

These activities are designed to help families discuss and practice information technology. Choose one or more activities to complete with your child.

#### Activity 1: Website Treasure Hunt: Evaluating Websites

Most occupations require some type of technology knowledge to do the job. This activity will help your child discover the technology needed for future careers.

1. Start by visiting the website [O\\*Net](http://oneline.org) (oneline.org).
2. Select an occupation to review. Use your child’s specific career goal or search for an occupation that sounds interesting to them.
3. Find the list of technology skills on the occupation’s summary report.
4. Write down all of the technology skills needed for that occupation.
5. Have your child state if they know or don’t know how to use each type of technology needed for the occupation.
6. Pick one unknown type of technology and research it to learn more about that software or piece of equipment. Find out how someone can learn how to use it.
7. If possible, practice using that technology with your child.

For example: If the unknown piece of technology is an Excel sheet, then take some time to go through Excel on your computer.

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## Activity 2: Problem-Solving Technology

1. Technology issues happen all the time! Work with your child to make a list of common technology issues that happen in your home (WiFi won't work, lights don't turn on, computer crashes).
2. Together, develop a list of solutions for each technology issue. Some great examples of common solutions are things like "Check to see if the WiFi is connected" or "Turn the computer off and on again." If you don't know the solution, try searching for it on the internet. If your child is having trouble figuring out how to problem-solve, use the problem-solving worksheet provided for this lesson (found at the end of this activity).
3. Once you have made a list, talk to your child about which solution they feel comfortable doing on their own and which they might need to practice.
4. The next time you have a problem with technology in your home, have your child consult the list instead of asking you to fix it!

## Activity 3: Telephone Game

1. Create a Bingo board with pictures or names of common technology that can be found at home. Make sure to mix in some known and unknown types of technology to make it more challenging. The board can be handmade or you can use an [online template](http://bit.ly/bingo-board-template) (bit.ly/bingo-board-template). Here is an example of a [technology bingo card](http://bit.ly/tech-bingo-card) (bit.ly/tech-bingo-card)
2. Have your child go through your home and locate different types of technology to get Bingo.
3. You can also just hold up an item and have your child mark off what they think it is to get Bingo.
4. Afterward, discuss how the different types of technology found could be used in the workplace.

## Reflection

Review the questions with your child and respond together after completing the activities.

- Did this information help your family better understand information technology?
- What was easy or hard about learning and practicing this skill?
- Why is this skill important to use at home and at work?
- How do we continue to practice this skill in the home and in the community?
- What additional information or resources do I need to continue to practice this skill?

# How Do We Solve Problems?

