Workplace Technology

Media Type: Microsoft® PowerPoint® Presentation
Duration: 50 slides

Goal: To understand the vital role of technology in today's workplace.

Description: Current and emerging technologies influence business practices. This presentation describes and explains the types of technology and their roles in business settings. The presentation illustrates the types of technology, such as computers, and their impacts on businesses. Students learn to apply technological skills to the workplace through conferencing techniques and the development of networks.

Objectives:
1. To outline the role of computers in business.
2. To describe types of technology.
3. To identify the importance of technology to business.

Horizontal Alignment

Core-Subject Area	Foundation Concept	Basic Understanding
Language Arts	*Application of Writing Skills*	Informative writing; organizing logical arguments; vocabulary enhancement
	Analysis of Information	Creating visual representations
	Technology Applications	Utilizing presentation software
Social Studies	*Impacts of History, Government, and Economics*	Points of reference in world history; chronological sequencing; compare/contrast today and history
	Historical Referencing and Writing	Accumulating, reading and analyzing data; utilizing reference materials
Science	*Scientific Thinking and Investigating*	Critical thinking and scientific problem solving; real-world investigations and applications; researching and proving theories

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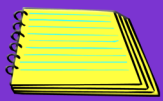
Student and Teacher Notes are available to print in outline format. You can access these documents under the "Printable Resources" section. If student licenses have been purchased, an interactive version of the Student Notes is available in the "Interactive Activities" section. If printing the full PowerPoint® is desired, you may download the file and print the handouts as needed.

Class 1: Begin class by discussing how technology has affected business. Once students have had an opportunity to answer, hand out the *Workplace Technology Vocabulary Handout.* Show the *Workplace Technology - Basic Workplace Technology* segment. Follow the segment with its *Assessment.* Allow students time to complete the *Technology Manuals Activity.* Provide students with details on the *Timeline Project* and allow students to divide into groups and begin working.

Slides 1-16

Class 2: Show the *Workplace Technology - Computers* segment. Follow the segment with its *Assessment.* Distribute the *Open Source vs. Proprietary Software* and *Acceptable Use Policies Activities.* Distribute the *Workplace Technology Word Search* for homework.

Slides 17-41

Class 3: Students should work on their *Timeline Project.*

Class 4: Show the *Workplace Technology - Network & the Internet* segment. Follow the segment with its *Assessment.* Students should present their *Timeline Project* to the class. After all projects have been presented, distribute the *Make Life Easier* and the *Virtual Meeting Software Projects.*

Slides 42-50

Class 5: Students should use the class to work on their *Projects.*

Class 6: Students should present their *Make Life Easier Project* to the class. After the presentations are done introduce the *Technology in the Workplace Project.*

Class 7: Have students complete their *Technology in the Workplace Projects.*

Class 8: Have students begin the *Online Software Project.*

Class 9: Allow the entire class for students to work on their *Projects.*

Class 10: Review the concepts covered in the presentation. Distribute the *Workplace*

Association for Computer Machinery
- http://www.acm.org

Computer Technology Associates
- http://www.cta.com

Institute of Electrical and Electronics Engineers
- http://www.ieee.org

BPA
- Information Technology Concepts
- Apply skills in programming language evolution
- Demonstrate understanding of operating systems
- Identify hardware and software basics
- Describe the history and evolution of computers

DECA
- Identify ways that technology impacts business
- Demonstrate basic email functions, Web skills, presentation, database and spreadsheet applications

FBLA
- Computer Applications

Using the *Career Connections Activity*, allow students to explore the various careers associated with this lesson. See the *Activity* for more details. *If student licenses have been purchased:* Students will select the interviews to watch based on your directions. *If only a teacher license is purchased:* Show students all the career interviews and instruct them to only complete the interview form for the required number of interviews.

- iCEV50358 Jeff Gettle, IT & Facility Manager, Office Works
- iCEV50636 Philip DeLaughter, IT Director, Golden Fulton & Farrell Architects
- iCEV50475 Luis Flores, IT Director, Global Genetics & Biologicals

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Lab Activities

Acceptable Use Policies
Directions:
Students will research acceptable use policies and write a one page summary including two examples of how they are implemented.

Open Source vs. Proprietary Software
Directions:
Students will research open source and proprietary software and create a Venn diagram comparing and contrasting each type.

Technology Manuals
Directions:
Students will research and create a summary describing the importance of reading reference materials when installing

Projects

Timeline
Directions:
Students will research and create a timeline showing when different technological advances were made. Provide a specific 20 year time span to each group. The timeline will cover the entire time span and include at least eight different events. Students will present these to the class.

Virtual Meeting Software
Directions:
In groups of two, students will research two types of virtual meeting software. Then, students will create a Venn diagram comparing and contrasting the different types.

Make Life Easier
Directions:
Students will be divided into groups and assigned an occupation. Then, students will research and design a technological device to make the occupation easier. The device must be completely original. Students will then create a presentation detailing the device.

Online Software
Directions:
Students will create a presentation discussing the pros and cons of online presentation software. Students will also create a spreadsheet detailing different online software options.

Technology in the Workplace
Directions:
Students will choose a type of business and create an informational handout explaining how technology is used in the business to complete day-to-day tasks and manage projects.

CEV