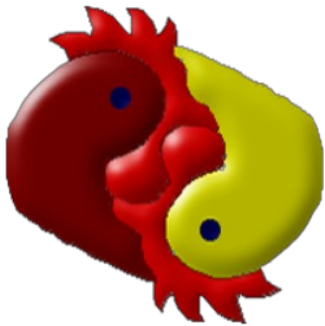


Foundation Skills Pathways

FSK 20119

Certificate II in Skills for Work and Vocational Pathways



STUDENT BOOKLET

Name:

Digital

How long does a typical office worker spend at workstation?

How do you know seat is at correct height?

How do you know keyboard is at correct height?

How far is monitor away from worker?

What are the advantages of half seat position?

What are the three positions at a workstation?

Why should you use your none dominant hand?

What are the hardware parts to a computer?

What is software?

What are servers?

Save this to your work folder

Workplace Problems

What workplace problem was identified?

What factors contributed to the problem?

What problem solving strategies were investigated?

Who was involved in the discussions?

How effective were the interactions between participants?

What problem solving strategy was agreed upon?

Did you agree with the strategy? If yes or no why?

Save this to your work folder

Learning Goals

Why set long term goals?

Why set short term goals?

What does SMART mean.

Choose a long term goal.

Break it down into 4 short term goals.

Discuss 1st short term goal with colleague. Who is it?

Briefly describe what you said.

Briefly describe response from colleague.

Did you change your short term goal? If so how?

Save this to your work folder

Word

Build a Fence

What is the name of the Build a Fence document?

Where is it saved?

What font did you use?

What is the font size for the headings?

What is the font size for the text?

Copy Images from Camera to Computer

What is the name of the Instruction document?

Where is it saved?

What font did you use?

What is the font size for the headings?

What is the font size for the text?

Save this to your work folder

Numeracy

What is the name of the materials spreadsheet you created?

Where is it saved?

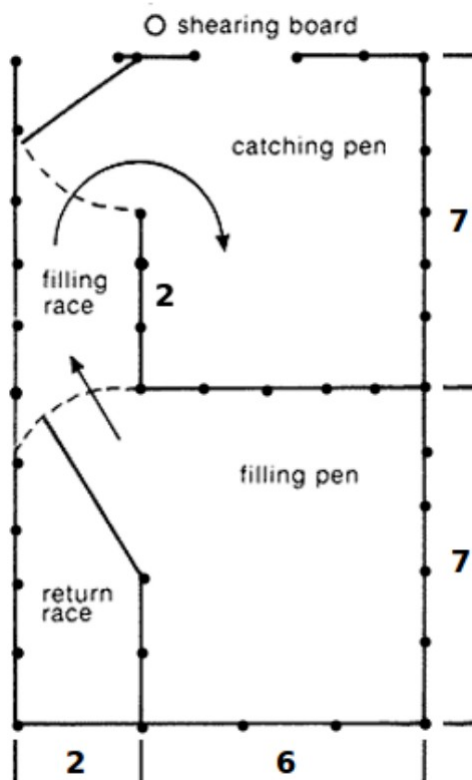
What font did you use?

What is the font size?

How many columns?

How many rows

The sheep yard is being repaired with new gates, fencing and posts.



How much fencing wire?

How many fence posts?

How much for materials?

Fencing \$6.00 per metre

Fence posts \$3.50 each

Gates \$30 each

Total cost

Save this to your work folder

Presentation

What is the name of the first presentation you created?

Where is it saved?

How many slides?

What is the font and font size?

How many images?

What is the name of the second presentation you created?

Where is it saved?

How many slides?

What is the font and font size?

How many images?

Save this to your work folder

Portfolio Checklist

Student Booklet

Observation Booklet

Snap! Creative Problem Solving

Snap! SMART Goals

Build a Fence Instruction Manual

Copy images Instruction Manual

Khan Academy Numeracy Activities

Materials Spreadsheet

Snap! Polygons

Learning Goals Presentation

Creative Problem Solving Presentation

Student

Supervisor