



TECHNOLOGY EDUCATION SAMPLE KEY TERMS#1

~OTHER IMPORTANT LAB INFORMATION~

SKYLINE MIDDLE SCHOOL

470 Linda Lane, Harrisonburg, VA 22802
Phone: (540) 434-6862 * Facsimile: (540) 434-6453
<http://staff.harrisonburg.k12.va.us/~hherlan>
E-Mail: hherlan@harrisonburg.k12.va.us

Name: _____ Block: 1.1[] 1.2[] 2.1[] 2.2[] 3.1[] 3.2[]

Table Assigned: 0[] 1[] 2[] 3[] 4[]
6th- (Intro to Tech.(8481)6 Wks)..: 45[]
7th- (Inv. & Inn.(8464)18 Wks)....: 45[]
8th- (Tech. Systems(8462)36 Wks)..: 45[]

6-Weeks: 1st[] 2nd[] 3rd[] 4th[] 5th[] 6th[]

A DAY[] B DAY[]

OPERATIONAL NOTES:

Required work is to be completed **BEFORE** any “Hands-on” work is to be carried out unless authorized.

For example, **ALL** checklist items are to be completed prior to working on simulations.

ALL individual work is to be completed before working on required company work, and so on.

Your **WORKLOGS** are to be completed **FIRST**, then individual **QUIZLABS** are to be completed **NEXT**.

THEN you will begin your required company work- **MAIN FILE, ORDER FORM, CONTRACT,**

JEOPARDY REVIEW, and so on. **HOMEWORK** will be assigned as additional work, as necessary.

DIRECTIONS: Read and Initial **ALL** notes and definitions below. Use these to help you complete your other required work. You will be responsible for these terms and definitions as you work on your company projects while at your table, computers, and work stations/lab modules, and production lab areas.

___ **TECHNOLOGY**- Simply defined, is the tools, materials, and processes, that people use to meet human needs and wants.

EXAMPLES: Food, Clothing, Shelter, Cell Phones, Televisions, Computers, etc.

___ **INVENTION**- New Technology.

EXAMPLES: New Materials such as those developed in space or by the military, new methods of communications such as digital, Blue Ray DVDs, and so on.

___ **INNOVATION**- Improved Technology.

EXAMPLES: Improved Technologies such as faster computer chips, better clothing materials, more efficient tools, and so on.

___ **E-MAIL**- Electronic Mail as sent and received using programs such as Microsoft Outlook.

EXAMPLES: When sending E-mail from the <http://mygradebook.com> website, be sure to include your name, as well as the following in the subject heading... **TO:** Mr. Herlan, **FROM:** Your Name, **RE:** Extra Credit Work, and so on.

___ **INTRANET**- A local area computer network (LAN) in which computers are connected and can share local programs and information.

EXAMPLES: For our use on the PC's, we will use the (O:) drive to share files between systems. We will also have access to the shared intranet laser printer.

___ **INTERNET**- A wide area computer network (WAN) in which computers are connected and can share files and information as found on the world wide web.

EXAMPLES: For our use, we will use Mozilla Firefox to access the Tech Ed website. From this location, you will access classwork, assignments, research links, projects, and many other class and lab activities. While using the internet, you are expected to be responsible, and to avoid areas that violate our school rules and regulations, and you **MUST** adhere to all copyright laws. These files are for our use, both in the Technology Education Lab, and world wide everywhere that the internet can be accessed.

___ **SPREADSHEET**- Electronic program used to carry out and graph complex calculations such as with Microsoft Excel.

EXAMPLES: For our use, we will use Microsoft Excel to calculate and graph information regarding your company projects and activities.

___ **WORDPROCESSOR**- Electronic program used to organize text such as with Microsoft Word.

EXAMPLES: For our use, we will use Microsoft Word to share and organize text and graphic information about your company work and project activities.

___ **DATABASE**- Electronic program used to track electronic data, such as with Microsoft Access.

EXAMPLES: For our use, we will use Microsoft Access to share and organize data, such as with seating charts, class roles, etc.

___ **DATABASE**- Electronic program used to track electronic data, such as with Microsoft Access.

EXAMPLES: For our use, we will use Microsoft Access to share and organize data, such as with seating charts, class roles, etc.

___ **PRESENTATION SLIDESHOW**- Electronic program used to develop an electronic presentation, such as with Microsoft PowerPoint.

EXAMPLES: For our use, we will use Microsoft PowerPoint to share and organize all company work and assignments, such as with Main Files, and Jeopardy Reviews, Company Presentations, and so on.

For Voiceovers of your company presentations, use **Audacity**.

For Capturing of Pictures of screens, use **Paint Shop Pro**.

For Video Capturing of simulations, projects, and so on, use a **Flip Cam**.

For Editing of your video footage, use **Windows Movie Maker** (PC), or **IMOVIE** (MAC).

REMEMBER: When presenting your work, show everything on your checklists such as files, hyperlinks, files, etc.

IF it is not shown, then it does not exist, and will not could during your presentation. Presentations will be recorded, and we will review your work each **MIDTERM**, and **END** of 6-weeks.

Other Terms to know and learn while working in your lab areas:

Computer, Monitor, Keyboard, Mouse, Ink Jet Printer, Laser Printer, Hard Drive, Floppy Drive, CD-ROM Drive, DVD Drive, Network Drive, Audio, Video, Graphics, Digital, Analog, One-Way Communications, Two-Way Communications, Electricity, Electronics, Robotics, Production, Manufacturing, Construction, Transportation, Aerospace, Aviation, Biotechnology, and so on. *Please refer to your Techno-Terms sheet for many more terms to know and learn.*

IMPORTANT OPERATIONAL NOTE:

Only individuals who have their notebooks, worklogs, and other assigned work caught up and up-to-date, are to be out of their seats working “hands-on” in any work area of lab module. **ALL LAB POLICIES AND PROCEDURES ARE TO BE FOLLOWED AT ALL TIMES.**

Any group or company who allows individuals who are not completely done with their work to be up out of their seats and in “hands-on” work areas without prior permission, risks loss of their work area privileges.

ABSOLUTELY NO HORSEPLAY WHILE OUT OF YOUR SEATS... BE CAREFUL AND WORK RESPONSIBLY AT ALL TIMES! *If an accident happens in any work location, you are expected to report the issue immediately. If an accident is not reported, or if a series of issues occurs repeatedly, then you and/or your entire group will lose ALL “Hands-on” privileges. No exceptions... Think ahead!*

Be sure to ask yourself “what if” questions to help to avoid problems BEFORE they occur. Remember, Lack of proper attention to what is being done causes carelessness... Carelessness causes accidents... Which are almost always avoidable. Pay attention, listen carefully, and avoid quick movements through the work areas when they are not necessary (walk carefully, do not “drag or ride” in chairs, and so on. Refer often to your Lab Safety and Procedures”.

At the end of each class period, each company/group is to responsibly return their work areas to a clean and functional environment for the other classes to use. All work should be properly saved, backed up, and closed. All chairs are to be returned to their work areas and are to be pushed in. Table surfaces are to be neat and clean. All materials and tools are to be returned to their original locations and put back properly. Notebooks are to be placed in the proper file cabinet, drawer, and folder. Textbooks and Laptops are to be stored properly.

If materials are being used for a long term project, they should be carefully stored in proper designated storage areas. **SPECIFIC PERMISSION** is to be obtained before placing materials into the back storage rooms, or teachers office. Only those who have all of their materials put away properly and who are waiting quietly and patiently at their tables will be excused to leave the lab area at the end of the class period. **PLAN AHEAD** and **USE YOUR TIME WISELY.**

“Choose to care... Learn to live in our Technical World...”

PERSONAL LAB INVENTORY: Table # 1 2 3 4 0 Your Module:

Item Description..... Please Be Specific.	Item/Serial Number	Manufacturer	Quantity	Cost Each	Total Value	Condition
Chair(s)						
MAC Laptop(s)						
Notebook(s)						
Pencil(s) w/Holder						
Storage Container(s)						
Table(s)						
Textbook(s)						
USB(s)						

