

Technical Skills

Learning Goal: Students will use AI responsibly, solve everyday technical problems, and build working knowledge of professional platforms and data.

HOW TO USE THIS GUIDE

This guide pairs each skill with everyday tasks your student can practice on the job and questions you can ask to deepen their reflection. You don't need a formal lesson — just notice, name, and ask.

NOTICE growth as it happens · **NAME** the skill being demonstrated · **ENCOURAGE** reflection · **CELEBRATE** progress

Using AI Tools at Work NEW

Using AI tools to increase productivity while applying sound judgment about when and how to use them.

GRADE 9 Understands AI is used at work; drafts with teacher guidance.	GRADE 10 Uses AI to increase productivity; reviews output before submitting.	GRADE 11 Uses AI fluently; knows which tasks need human judgment.	GRADE 12 AI-augmented work fluency; understands industry-specific data-privacy rules.
WAYS TO PRACTICE & SUPPORT - Show them one way you personally use AI tools responsibly at work. - Have them use an AI tool for a low-stakes task and discuss what worked and what didn't. - Talk through what information should never be entered into an AI tool here.		QUESTIONS TO EXPLORE WITH THE STUDENT - What tasks do you think AI helps with, and which ones still need a human? - What would you double-check before trusting an AI-generated answer? - What data-privacy rules apply to AI tools in our industry?	

Evaluating AI Output NEW

Critically reviewing AI-generated content for accuracy, tone, and appropriateness before it's used.

GRADE 9 Understands AI can make mistakes; checks output before using it.	GRADE 10 Identifies errors, tone, or missing context in AI output.	GRADE 11 Applies consistent judgment; distinguishes light vs. significant edits needed.	GRADE 12 Models responsible AI evaluation; discusses ethical implications with others.
WAYS TO PRACTICE & SUPPORT - Give them an AI-generated draft and ask them to find what's wrong or off. - Compare an AI answer to what they know to be true from experience. - Ask them to explain when a draft needs a light edit versus a full rewrite.		QUESTIONS TO EXPLORE WITH THE STUDENT - What did the AI get wrong, and how did you catch it? - How do you decide how much to trust an AI-generated answer? - What are the risks of not double-checking AI output here?	

Technology Support

Independently finding and using help resources to solve everyday technical problems.

GRADE 9 Finds support via Google, AI, or help menus as a first step.	GRADE 10 Finds quality platform-specific help; follows it with minimal support.	GRADE 11 Deeper platform understanding; executes support instructions independently.	GRADE 12 Goes directly to platform resources first; has a go-to support suite.
WAYS TO PRACTICE & SUPPORT - When they hit a tech problem, ask "what have you tried so far?" before stepping in. - Point them toward the right help resource, like a help menu or internal doc, the first time. - Have them document the fix so they, or someone else, can use it again.		QUESTIONS TO EXPLORE WITH THE STUDENT - What did you try before asking for help? - Where did you find the answer, and how do you know it's a good source? - What would you do differently next time this comes up?	

Core Platforms

Building working familiarity with the everyday software tools used across most workplaces.

GRADE 9 Explores multiple platforms (Word, Google, Outlook, Teams/Slack).	GRADE 10 Understands platform differences; completes basic tasks independently.	GRADE 11 Performs basic/intermediate tasks across platforms; knows which tool to use.	GRADE 12 Efficient across platforms; has earned a certification/micro-credential.
WAYS TO PRACTICE & SUPPORT - Walk them through one platform your team uses that's new to them. - Give them a small task in a tool they haven't used before, with guidance. - Ask them to compare two tools and explain when they'd use each.		QUESTIONS TO EXPLORE WITH THE STUDENT - Which platform do you feel most and least confident using? - What's one shortcut or feature you learned this week? - Is there a certification or course that would help you here?	

Industry-Relevant Platforms NEW

Learning the specific platforms and systems used in the student's particular industry.

GRADE 9 Has basic awareness of employer's industry-specific platforms.	GRADE 10 Navigates industry-specific platforms with guidance.	GRADE 11 Performs standard tasks; understands data-privacy obligations for the platform.	GRADE 12 Proficient in industry-specific platforms; can train a peer.
WAYS TO PRACTICE & SUPPORT ● Show them the industry-specific platform your team relies on and why it matters. ● Have them complete one guided task in that platform. ● Discuss what data-privacy rules apply to that platform in your industry.		QUESTIONS TO EXPLORE WITH THE STUDENT ● What does this platform let our team do that general tools can't? ● What data-privacy or confidentiality rules apply here? ● What would you want to learn next about this tool?	

Data Literacy NEW

Reading, entering, and interpreting data accurately to support decisions.

GRADE 9 Understands data drives decisions; can read a basic table or chart.	GRADE 10 Enters/formats data accurately; understands why accuracy matters.	GRADE 11 Sorts, filters, uses simple formulas; identifies data entry errors.	GRADE 12 Interprets data to support decisions; builds simple reports/charts.
WAYS TO PRACTICE & SUPPORT ● Have them read a simple report or spreadsheet and summarize what it shows. ● Ask them to enter or clean up a small set of data and check it for errors. ● Show them how a chart or dashboard is used to make a real decision here.		QUESTIONS TO EXPLORE WITH THE STUDENT ● What does this data tell us, and what doesn't it tell us? ● What could go wrong if this data had an error in it? ● What decision would this information help someone make?	